November 20, 1940

Mr. C. R. Dooley, Director
Training Within Industry
The Advisory Commission to the Council of
National Defense
Federal Reserve Building
Washington, D. C.

Dear Mr. Dooley:

Thank you for your letter of November 19. I am very glad to have your assurance that you have in mind suggesting to all of your District Representatives that they consider the appointment of women advisers wherever such consideration seems to be in order.

I am submitting to you at this time an initial list of the occupations and skills for which we believe women should be trained in the defense industries. The outline list is accompanied by a general description which indicates the type of training deemed essential.

We are not sending you the list of defense services for which we believe women should have vocational training because these have not been accepted, as yet, by the Advisory Commission to the Council of National Defense.

The group of representative women's organizations to whom you spoke on November 7, voted to ask that the Federal Office of Vocational Education be requested to employ the same proportion of field representatives on its paid staff as there are women among wage earners, that is, in a proportion of one woman to four men.

With much appreciation of your interest and support,

Sincerely yours,

Mary Anderson, Director.

MA:IS

THE ADVISORY COMMISSION TO THE COUNCIL OF NATIONAL DEFENSE

FEDERAL RESERVE BUILDING

WASHINGTON, D. C.

WOMEN'S BUREAU
NOV 20 1940
DEPARTMENT OF LABOR

November 19, 1940

Miss Mary Anderson
Director
Women's Bureau
U. S. Department of Labor
Washington, D. C.

Dear Miss Anderson:

It was a pleasure to meet with your group and when you have any material ready which you think we can use we will be glad to have it.

We have in mind suggesting to all of our District Representatives very soon now, that they consider the appointment of women advisers wherever such consideration seems to be in order. The reason we are delaying this a little is really because we are in the midst of setting up field organizations and a few of the appointments are not yet made.

Very truly yours,

C R Dooley

C. R. Dooley, Director
Training within Industry

October 12, 1940.

Memorandum
To: Miss Katherine Frederic
From: Mary V. Robinson

Attached is the checked copy of the article which you referred to us, the changes in which we discussed over the telephone.

THE ADVISORY COMMISSION TO THE COUNCIL OF NATIONAL DEFENSE

FEDERAL RESERVE BUILDING

WASHINGTON, D. C.

October 11, 1940

Miss Mary V. Robinson, Director
Department of Public Information
Women's Bureau
Department of Labor
Washington, D. C.

Dear Miss Robinson:

Attached is a draft of the story which we hope to include in the next issue of DEFENSE which goes to press this week-end. As you know, this magazine is issued weekly to keep State and local councils of defense informed of developments affecting the defense program.

Please make any changes in the article that are needed to correct errors of fact or of emphasis.

I am returning to you the group picture which you sent over with the material the other day. It is doubtful whether we shall have any immediate use for this and probably you would like to have it in your files.

Can you arrange to send the corrected article back Saturday morning or to telephone me about any changes? My number is 446, National Defense Commission.

Sincerely yours,

Katherine A. Frederic
Division of State and
Local Cooperation

Enclosure

ENCLOSURE.

ADVISORY COMMISSION TO THE COUNCIL OF NATIONAL DEFENSE

OFFICE MEMORANDUM

WOMEN'S BUREAU. OCT 4 1940 DEPARTMENT OF LABOR

To: Miss Mary Anderson
U.S.Department of Labor

From: Floyd W. Reeves

Date: October 2, 1940.

Subject: Employment of women in the defense program.

The attached correspondence regarding the employment of women in the defense program is self-explanatory and is forwarded to you for your information.

NDC-5--7/40--50M.

Defense Program Cuts Deeply Into WPA Here

The national defense program is fast stripping the District Works Project rolls of skilled mechanics and white collar workers, both men and women.

District WPA officials expressed conviction that the rolls will be cut even more during the next few months.

Greatest employment demand here now is for clerical workers, women clerks and stenographers. Women leaving WPA roles are mainly heads of families with dependents.

300 IN TRAINING

Three hundred WPA workers are in vocational training schools for defense industries, studying metal work, welding and allied trades from 12 midnight to 8 in the morning at public school buildings. So intensively has the city girded itself to train skilled workers that the night hours are the only ones available in the vocational training schools.

Those of the 300 who successfully complete their course will almost certainly find employment. Their teachers, in many instances, are skilled workmen on WPA roles too old for private industry.

SEAMSTRESSES NEEDED

Another group not within the skilled or clerical classification is also certain of employment soon. That group is composed of seamstresses who will be needed in garment factories, woolen mills, and similar industries will need them.

District officials were not able to say just how many workers voluntary enlistment and conscription would lop from their rolls.

In the main they felt that the Army would not absorb a great number of WPA workers.

"We haven't any statistics," they declared, "but we believe that most of our young men are married with large families of dependents. That's one reason they are on the rolls. Others, handicapped, would not be Army material. The rest of our men would be too old. Of course a few will come under conscription, but not a large proportion."

WOMEN'S BUREAU
OCT 4 1940
DEPARTMENT OF LABOR

October 2, 1940

The Honorable
John M. Houston
House of Representatives

My dear Congressman Houston:

This will acknowledge your letter with enclosures consisting of copy of a letter from Judge Ross McCormick of Wichita, Kansas, and copy of statement to Mrs. Roosevelt which was drawn up by women on a W. P. A. Project in Sedgwick County, Kansas.

The points raised in the letter from Judge McCormick are extremely important, and I can assure you are being given every consideration. We are also calling this situation to the attention of the United States Employment Service requesting that they make certain that, not only in this particular locality, but also throughout the country, every effort be made to properly classify in the employment registers these competent women who are employed on the WPA Project.

All of the materials and wearing apparel required by the War Department for military use is, of course, handled through contracts with private concerns. As the volume of this business increases and as there is need for additional workers in this field of defense production, we hope that opportunities will open up for those who are employed on WPA Projects.

The Women's Bureau, U. S. Department of Labor, is now engaged in giving careful consideration to the effective use of women in the defense program and to their employment on processes where

they have been found to be most efficient. I suggest that Miss Mary Anderson, Director of the Women's Bureau, U. S. Department of Labor, Washington, D. C. be contacted for further suggestions regarding the employment of women in the expanding defense program.

Sincerely yours,

Floyd W. Reeves
Executive Assistant for
Labor Supply

JOHN M HOUSTON
5th Dist. Kansas, Assistant Majority Whip
C
O
P
Y

September 16, 1940

CONGRESS OF THE UNITED STATES
House of Representatives
Washington, D. C.

August 29, 1940

The Advisory Commission to the
Council of National Defense,
Federal Reserve Building,
Washington, D. C.

Dear Sirs:

Your attention is respectfully invited to the enclosed letter from Judge Ross McCormick of Wichita, Kansas, and copy of the statement to Mrs. Roosevelt which was drawn up by women on a W.P.A. project in Sedgwick County, Kansas.

It is hoped the wishes of these people will be given careful consideration and that something may be worked out along the lines suggested.

Very truly yours,

(Signed) JOHN M HOUSTON

ROSS MCCORMICK, Judge
District Court, Eighteenth Judicial District
Division Number One
Wichita, Kansas

August 27, 1940

Hon. John M. Houston,
House of Representatives,
Washington, D. C.

My dear Mr. Houston:

I have a committee of ladies here, asking me to write you concerning a matter they have in mind in conjunction with the defense program the Government is now contemplating.

One of them handed me a speech made by you in the House of Representatives March 18, 1940, in which you said "Mr. Speaker: I am just as anxious as anyone to see the time when the W.P.A. can be abolished through the employment of all who seek it in private business."

These ladies see a place where many highclass woman, by force of circumstance on the W.P.A., can be classified and their wages given a rating in connection with this defense program, under the War Department. These ladies talking to me would welcome such a change.

Let me call to your attention a few of the things they have mentioned and if you take the matter up you will doubtless have many other items in the classification suggested to you. For instance, many of these women are good seamstresses. The Government, under the War Department, might so arrange it that all unemployed women who have to be employed to maintain their families, might get in on the making of uniforms, tailoring, power machine operating, cloth cutting and the like. Then, too, in the making of bandages and other hospital accessories.

If our country is going to follow England in that respect, there is no reason why these women could not also have employment in the munitions factories, such work as women can do as readily and easily as men can do.

Please give these matters your consideration and if you want further light or suggestions on the matter, write me at length and I will show the ladies your letter and have them study out answers to your questions. I enclose a carbon copy of a letter they have written to Mrs. Eleanor Roosevelt, minus the signatures of those who joined in the sentiments of the letter.

Very truly yours,

RMcC:D

(Signed) ROSS McCORMICK

COPY

Wichita, Kansas
August 21, 1940.

Mrs. Eleanor Roosevelt,
The White House,
Washington, D. C.

Dear Mrs. Roosevelt,

In accordance with the trend of the world situation, and the present defense program, we, the undersigned; women workers on W.P.A. Project Number 7860, Wichita Kansas, wish to go on record as pledging ourselves unanimously to the support of the President of the United States, Franklin Delano Roosevelt, in any and all measures necessary for and pertaining to the defense of the United States of America.

In event of a National crisis, we believe that not only is it the duty of all men to defend their country against the enemy, but it is also the duty of all women to assist in any way they can on the defense program.

Inasmuch as we are all women who need employment, we would, both from necessity and desire, appreciate being given consideration for employment, in some capacity, on the new United States defense program, once it gets under way, here in our particular locality.

We represent ourselves to be, willing, capable, and loyal, Mrs. Roosevelt, and we have composed and signed this letter with the utmost sincerety.

Respectfully yours,

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Defense General

U. S. DEPARTMENT OF LABOR
DIVISION OF LABOR STANDARDS
WASHINGTON

August 28, 1940

MEMORANDUM

To: Miss Anderson
Room 1305

From: Mr. Schedler

Attached is a redraft of the pamphlet on Workers and National Defense for consideration at the Secretary's committee meeting tomorrow morning.

WORKERS AND NATIONAL DEFENSE

Under the pressure of events, our Nation is hammering out policies on defense. Workers--as individuals and through their unions--have rallied behind the defense program. American workers have always done their share in defending America; they are vigorously doing it today.

At the same time, naturally, everyone wants to know more about how his own efforts can best fit into the whole picture. That is why this pamphlet has been written--at the suggestion, and with the aid of a representative group of labor officials. It briefly describes the set-up of the National Defense Advisory Commission. It gives some practical pointers (and tells you where to get more facts) about jobs in the Government and in private industry; about training for the jobs that need to be done; and about labor standards.

Within the broad program of national defense, detailed policies are being formed as we go along--sometimes from day to day. New needs bring new policies, and the rush of events may be changing the plans reported here soon after you read this. It is the all more important, then, that people know how things stand now, so they can help make and carry out policy as we move ahead on defense.

Planning for Defense

To push the National Defense Program into action as rapidly and efficiently as possible, a National Defense Advisory Commission has been named. It does much of its planning as a group, but each member has a special assignment. You can tell the sort of problems the Commission deals with by looking at the Divisions assigned to its members.

There is an Industrial Materials Division, headed by Edward R. Stettinius, Jr., until recently chairman of the board of the United States Steel Corporation. The Industrial Production division is under William S. Knudsen, President of General Motors. An Agriculture Division is headed by Chester C. Davis, member of the Federal Reserve Board and formerly head of the Agricultural Adjustment Administration. Transportation is under Ralph Budd, President of the Chicago, Burlington and Quincy Railroad. Price Stabilization is under Leon Henderson, member of the Securities and Exchange Commission. Consumer Protection is the responsibility of Miss Harriett Elliott, of the University of North Carolina.

The Division of Labor Supply is headed by Sidney Hillman, President of the Amalgamated Clothing Workers of America. Plans for the training of workers, and for the fuller utilization of existing skills pass through this division. It scrutinizes labor standards in the letting of government contracts for defense. To advise him, he has appointed a Labor Policy Committee, made up of officials of the A. F. of L., the C. I. O., and the Railway Brotherhoods.

The Division of Consumer Protection has the general task of protecting the standards of living of American consumers. Most American consumers, of course, are workers. And it is the workers who most need protection as consumers--because they have little margin in the family budgets, and they cannot afford soaring prices or shoddy quality in the things they buy. To workers, consumer protection is not an abstract phrase.

America is a large country. Master plans for defense originate in Washington, from all the people's representatives--Congress and the President, the War and Navy and other Cabinet departments, and the National Defense Advisory Commission. But defense planning goes down the line too, from Washington to the States, and sometimes on to the localities.

State Councils of National Defense, somewhat along the lines of the National Defense Advisory Commission, are being set up in some States. The Governor appoints his State's Council. Local councils too may be set up in some communities, depending on local needs and local interest.

Defense and Jobs

In a real sense, all workers in the country--whether in arsenals or airplane building or shipyards, in mining or construction, in factories or on the farms--are contributing to the national defense.

Defense production opens up new jobs. The Government arsenals and navy yards already need many more workers. So do industries like aviation, shipbuilding, arms, chemicals and machine tools. Expansion of jobs in these industries will carry back to the industries which feed them materials and supplies. Where they are adding to their plants, there will be more work in construction.

Of course, new jobs will not open up at the same rate all around--in all lines of work or in all communities. Now, skilled workers are in greater demand than unskilled workers; men are wanted more than women. There will be increasing opportunity for women, especially in

semi-skilled jobs, as production continues to expand.*

Jobs with the Government

Skilled mechanical and technical workers are the chief need now, both in the Government arsenals and navy yards and in plants producing defense materials for the Government.

The first rule for getting a job is to register with the public employment office in your locality. That puts you in line, both for Government jobs and for jobs in private industry.

Jobs in the Government's defense plants and yards are being filled through the United States Civil Service Commission and the public employment offices. They are listed on bulletin boards in 5,000 first and second class post offices, in every State and Territory of the United States. Look at the bulletin board, and you will get all the facts as to what the requirements are, what each job pays, how to go about applying for it.

Tens of thousands of mechanical and technical workers are needed at once. The Employment Service is looking for men to fill these vacancies, listed by the Civil Service Commission: Shipfitters and loftsmen, precision lens and prism and test-plate makers, machinists, iron workers, instrument makers, aeronautical engineers, naval architects, mechanical engineers specializing in industrial production, chemists with experience in explosives chemistry, ordnance material inspectors experienced in

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* For more information on types of jobs for women, wage standards, health and safety, write the Women's Bureau, Washington, D.C., for "Effective Industrial Use of Women in the Defense Program."

inspecting metal parts used in armaments, tool and gauge designers, ironworkers, instrument repairmen, tool dressers, machinists, and boilermakers.

The Government has recently lifted the age limit on many of its defense jobs to 62 years. Many private employers are raising age limits too.

For most defense jobs, there are no written examinations. For many Navy Yard jobs, the educational requirement is simply ability to understand English. In some jobs, ability to read blueprints is required. Some higher-paid positions may ask a high school education or its equivalent. Most engineering positions demand formal engineering education.

Don't pay anybody who offers to "get you a Civil Service job." Offers like that are a racket--and they can't get you a job.

Don't come to Washington unless the Civil Service Commission specifically asks you to. Most of these jobs are not in Washington, and anyway just coming won't land the job for you.

Through the nation-wide hookup of public employment offices, skilled workers who are registered in any one locality will be notified if there is a demand in another locality which can't be met there.

There are 1,500 full-time offices and 3,000 part-time offices, run by the States in cooperation with the United States Employment Service. The employment offices are not a new defense agency but were set up at the insistence of labor, to do exactly this work, day in and day out, that the defense program makes so imperative today.

Jobs in Private Industry

Employers are making increasing use of the public employment offices, and giving them first crack at filling the openings they have. Of course, some employers are still using their own personnel departments and taking on men at the plant gate.

Look for jobs in your community any other way you want--through your union, at the plant gate, or through advertisements, ~~or by the "grapevine"--but be sure you are registered with the public employment office in your locality.~~

If you are unemployed, of course, the chances are you have already registered to qualify for unemployment compensation. In that case, see that the employment office has a record of your skilled training--even if it was not used on your last job.

Skilled workers who are now holding down unskilled or semi-skilled jobs should also make sure they are registered.

If you move, be sure to let the employment office know.

But don't move on a wild goose chase. If you have "heard somewhere" that there is work in your line in some other part of the country--in the Government or in private industry--find out more from your employment office and from you union, before you pick up and risk getting yourself stranded in some other town.

That's just good common sense.

The unions are working along with the Employment Service and the United States Civil Service Commission to get workers the jobs they are best fitted for. They supply their affiliated locals with Civil

Service lists of openings in Government establishments. They are making up lists of their members who are out of jobs, or in jobs which do not make real use of their skilled experience.

Training for Jobs

Training for skilled work is not an overnight job. The defense emergency means that we must expand those programs of training which develop really skilled mechanics, and which have been worked out with the joint cooperation of labor and industry representatives.

At the same time, we know that there are many skilled workmen still out of work, and many others working in jobs below their skilled capacity. Some of them may need "refresher" courses for a short period to brush up on skills which have been neglected over a period of years.

While the mass of workers in modern production plants are semi-skilled, the smooth flow of work depends on an adequate working force of skilled craftsmen who are the "lead" men and know all the operations in a particular trade. The training of the semi-skilled can be carried on in a relatively short time within industry.

Real apprenticeship calls for several years of training. It cannot fill the demand for skilled workers immediately, but it is a vital factor in our National preparation.

Apprenticeship is a joint responsibility of management and of labor. Apprenticeship Councils with equal representation of labor and employers have been functioning in many of the States with the aid of the Federal Committee on Apprenticeship in the Department of Labor. Again, this is not a new defense agency, but one whose efforts are being stepped up now.

Through the State Apprenticeship Councils and National labor and employer groups, programs of apprentice training for the skilled trades, with emphasis on the defense industries, are going forward. The apprenticeship program, however, does not find you a job.*

Shorter vocational training, with special emphasis on defense industries, is being given by the schools under the sponsorship of the United States Office of Education and Work Projects Administration. To many, this will be an opportunity to take "refresher" courses and brush up on skills which have become rusty. These courses are open to people who are not on the WPA, as well as to those who are. You have a better chance of being referred to these training courses if your name is registered with your local public employment office.**

The National Youth Administration gives training to young men and women. Students between 16 and 25 may get some work and some training, by applying to the school they wish to attend, and showing that they cannot afford it without NYA jobs. Others, between 18 and 25, may be able to get on work projects. They must show they need employment, although they do not have to come from relief families.**

Civilian Conservation Corps jobs give a certain amount of training, in the CCC work programs and repair shops. The CCC is open to young men between 17 and 23, single, in good physical condition, and in need of a job. ***

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* For more information on apprenticeship, ask your local employment office or write your State Apprenticeship Council or the Federal Committee on Apprenticeship, U.S. Department of Labor, Washington, D.C.

** Information as to where and how to apply can be had from local school authorities, and, for the NYA, from the State NYA Director.

*** Application can be made to the nearest State welfare or relief department.

The elementary features of flying are taught in the pilot training program of the Civil Aeronautics Authority. CAA courses are for men and women, chiefly college students, between the ages of 18 and 26.

Labor Standards

Finding jobs for workers and training workers for jobs are one aspect of defense. But national defense means Total Defense - and that includes the defense of American living standards, as well as the production of machines and the training of men.

"There is nothing in our present emergency to justify making the workers of our nation toil for longer hours than now limited by statute," the President pointed out in a radio address in May of this year. "There is nothing in our present emergency to justify a lowering of the standards of employment. Minimum wages should not be reduced. There is nothing to justify a retreat from any of our social objectives."

The social gains that labor and the whole community have made, and the right to continue on the road to a better life, are an essential part of American democracy, and, as Colonel Fleming, Administrator of the Federal Wage and Hour Act, has put it, "certainly no sane man defends his most priceless possessions by throwing them away as he gets ready to fight for them."

Wage and Hour Law
(or Fair Labor Standards Act)

The Wage and Hour Act is one of these possessions, one of the safeguards that labor has long demanded. It establishes a ceiling to the hours of work, and a floor below which wages may not be pushed. The ceiling is 42 hours a week; after October 24, 1940, it will be 40 hours

a week. Employees may work a longer week - if the employer pays them time and a half for overtime.

The wage floor is set at 30 cents an hour. In some industries, by joint action of union representatives, employers and spokesmen for the public, the minimum wage has been set somewhat higher - up to 40 cents an hour.

Oppressive child labor is banned by the law.

Since this is a Federal law, it applies only to workers in business which crosses State lines.*

Walsh-Healey Act

Labor standards for work done by private employers on Government contracts are set by the Walsh-Healey Act. These standards apply to contracts of $10,000 or more for equipment, supplies or materials.

Minimum wages may be set for each industry, by the Secretary of Labor, after hearings. A basic 8-hour day and 40-hour week are laid down. When it is necessary to work people longer than 40 hours, this law - like the Wage and Hour Act - is flexible enough. It allows overtime if it is paid for at the time-and-a-half rate.

Child labor is prohibited under the Walsh-Healey Act. So is convict labor. Employers must comply with safety and health laws and regulations.

Other Federal laws set similar standards for other types of government work. The Davis-Bacon Act provides for payment of prevailing wage rates on Federal construction contracts. Eight hours a day is the limit

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* If you are in doubt as to whether you are getting the benefits of the law, or whether your job is covered by the law, write to the Wage-Hour Division, Department of Labor, Washington, D.C. For information on the child labor sections of the law, write the Children's Bureau, Washington, D.C.

for work on Federal buildings or public works--except on emergency contracts for the Army, Navy, or Coast Guard. The Anti-Kick-Back Law prohibits wage kick-backs on any project for which Federal funds are used.

These standards are not for normal times alone. We need basic limitations on the work-day and the work-week in the interests of fair play for the employed, and so that we can put more of the unemployed to work. And because a fair working day is an efficient working day. Sweated workers cannot, in the long run, be efficient workers.

We tried long hours in production during the World War. But seven months after we had entered the War, the Army said:

> "Reasonable hours, fair working conditions, and a proper wage scale are essential to high production. The pressing argument for maintaining industrial safeguards in the present emergency is that they actually contribute to efficiency. To waive them would be a short-sighted policy, leading gradually but inevitably toward lower production."

Safety and Health

Our human resources are America's greatest resources. At all times we have too high a toll of industrial accidents and occupational disease. Last year alone, 16,000 workers were killed, and a million and a quarter injured or permanently crippled, by on-the-job accidents and disease. Last year was no exceptional year.

This year, if we do not take care, the toll may be even more tragic. The expansion of industry, the hiring of new workers, the stress on getting out production--all these will mean still more injuries (as they did during the World War) unless workers, management and the Government do something about it.

We know, in most cases, what needs to be done. If we do it, thousands of lives will be saved, and hundreds of thousands of workers will be saved from loss of limbs, fingers, eyes, and from loss of their earning capacity. They and their families will be protected - and we will produce more and better for the National defense.

State laws provide the chief regulation for industrial safety and health. Unions and individual workers should cooperate with State labor departments for vigorous, full enforcement of these laws. Unions should also have safety committees in each local - or at least one safety committeeman in each plant on each shift. Unions can give their locals and their individual members the facts on job hazards in their industries, and how to guard against them.

To help protect workers on defense contracts, the Secretary of Labor has organized a National Committee on the Conservation of Manpower in Defense Industries. Labor union spokesmen sit on this committee with safety experts from private industry and government.

Labor members of this committee have just put out a timely little booklet of practical hints for workers: "The Worker's Safety and National Defense." Its pointers on how to make the job safe are for all workers, whether or not they are working directly on defense production.*

Social Security

Our Social Security structure must be safeguarded and strengthened in the process of preparing the Nation for defense. The security of individuals and families and communities adds up to the security of the Nation.

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* If your local union, or your safety committee, does not have copies, write to the Division of Labor Standards, Washington, D.C., which has printed this booklet.

Unemployment compensation and old age insurance, help for the needy aged, for the blind and for dependent children, health services for mothers and children - these are measures in whose realization labor has had a vital part.

"Total defense of our shores, our homes, our institutions," the President has said, "cannot be complete until all Americans willing and able to work have jobs and a decent standard of living, and until all unable to work through no fault of their own have security."

Industrial Democracy

The democratic way in industrial relations is the conference table, where the workers' freely-chosen representatives sit down with management to discuss wages and hours and working conditions. It is the way, moreover, of lasting industrial peace. It is the way of efficiency too, of harmonious relations between the worker and his job, and, in the long run, of maximum production - for defense and for all the things the Nation needs.

For unions and management unable to reach an agreement, the Conciliation Service of the United States Department of Labor offers the services of experienced conciliators. These men will lend a hand wherever the parties to the dispute call them in.

In the railroad industry, a similar service is provided under the National Railway Mediation Act. There the tradition of collective bargaining is longer established, and organization of both workers and industry is more nearly complete than in any other industry.

The right of workers to organize into unions of their own choosing and to bargain collectively has been guaranteed by the National Labor Relations Act.

In the days ahead, responsibility on both sides of the conference table will be more than ever essential. But, to begin with, the principle of the conference table must be fully accepted in industrial practice, as it is in the law of the land.

August 22, 1940

Mrs. Harold V. Milligan, President
National Council of Women of the
United States, Inc.
501 Madison Avenue
New York, New York

My dear Mrs. Milligan:

I am very glad, indeed, to know that the National Council of Women has taken the initiative in an Emergency Committee to coordinate the work of women for defense. I shall be very glad to send you 50 copies of the bulletin, The Effective Use of Women in the Defense Program. It will be necessary to send the bulletins from the Government Printing Office and it probably will be about 10 days before you will receive them.

If we can be of help in any other way, we will be very glad to do so.

Sincerely,

Mary Anderson, Director

Note sent to Miss Jenner to send 50 copies of Bulletin.

NATIONAL COUNCIL OF WOMEN
OF THE UNITED STATES, Inc.

501 MADISON AVENUE, NEW YORK, N. Y. • Phone PLAZA 5-6513 · PLAZA 8-0261

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August 18, 1940

WOMEN'S BUREAU
AUG 20 1940
DEPARTMENT OF LABOR

COMMITTEE ON HUMAN RELATIONS
Co-Chairmen
Mrs. Arch Trawick
Miss Dorothy Gordon
Executive Director
Luella S. Laudin

Miss Mary Anderson
Women's Bureau
Department of Labor
Washington, D. C.

Dear Miss Anderson:

The National Council of Women of the U. S. has taken the initiative in an Emergency Committee to coordinate the work of women for defense. All of the large organizations are cooperating with us and are assisting us in our survey.

We are preparing a kit of material on this subject and would like very much to include a copy of your bulletin "The Effective Use of Women in the Defense Program". Would you be willing to supply us with about fifty copies of this pamphlet to send to club leaders?

With appreciation and good wishes,

Sincerely yours,

Lucy R. Milligan

Mrs. Harold V. Milligan
president

July 31, 1940

Miss Victoria McAlmon
Placement Coordinator
Los Angeles Junior College District
Los Angeles City College
855 North Vermont Avenue
Los Angeles, Calif.

My dear Miss McAlmon:

I am writing, as Miss Anderson is in the hospital. The completed examination showed no major difficulties. Her sudden and violent illness seems to have been more the result of heat and general fatigue. I am sure Miss Anderson will write you when she returns to the office, but I wanted to tell you what the present situation concerning young women in the defense movement is.

As usual, the initial set-up has been for men. The Women's Bureau established an advisory committee, made up of women actually employed in the defense industries. At their recommendation, Miss Anderson or myself have conferred with the several training units. The result has been that Mr. Hillman has agreed to the appointment of a woman to advise on woman mobilization and training and that the National Youth Administration has agreed to set up vestibule schools on defense work when we have determined what is the best method of approach, and have secured trade union cooperation. In a few days, I am hoping that Miss Erickson will be free to assign to this task with some assistants.

Your suggestions concerning the dispatching of air planes is very interesting. Would not such work require rather extensive scientific training? However, in planning for long range defense, this ought to be considered. We will certainly be glad to have any suggestions concerning fields in which you believe women can easily be trained to serve, and will keep you in touch with our efforts.

Sincerely yours,

Bertha M. Nienburg,
Assistant Director.

BMN:MEC

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VIERLING KERSEY
SUPERINTENDENT OF SCHOOLS

July 23, 1940

WOMEN'S BUREAU
JUL 30 1940
DEPARTMENT OF LABOR

Miss Mary Anderson, Chief
The Women's Bureau
Washington, D. C.

Dear Mary:

Have any changes as yet taken place in the training of young women with matter of defense training in mind? For instance, to train them to sew and take care of little children is the usual thing and has value, of course. It occurs to me that there are several jobs in the dispatching of airplanes, the routing of them, the talking to them by radio, for which the C. A. A. girl pilots could be trained thus freeing men for military and industrial service. Will you from time to time let me know of this kind of thing as it shows itself on your wider horizon?

I enjoyed Ethel Erickson very much. To-day a personnel director of the Citizens Bank talked proudly of your work, and showed me one of your pamphlets quoting wages for women in five leading cities. I told him that I had on the walls of my office a frieze made from posters showing these salaries. He like Ethel very much.

I hope you are having a pleasant summer and that it is not too warm. When are you coming to Los Angeles? Soon, I hope.

Yours very sincerely,

Victoria

Victoria McAlmon
Placement Coordinator

VM:tw
Encl.

Jack

Phone

THE ADVISORY COMMISSION TO THE COUNCIL OF NATIONAL DEFENSE

FEDERAL RESERVE BUILDING

185

WASHINGTON, D. C.

WOMEN'S BUREAU
JUL 30 1940
DEPARTMENT OF LABOR

July 29, 1940

Dear Miss Anderson:

On Thursday evening, August 1, at seven, members of the Consumer Adviser's Conference of National Organizations are dining together at the Willard Hotel. Mrs. Roosevelt will be our guest speaker.

It would be a pleasure to have you join the group. Reservations should be made by calling Mrs. Ruggless, Republic 5050, Extension 306. They are $2.25 each. They must be made by Wednesday noon.

Looking forward to having you with us, I am

Very truly yours,

Minnie Fisher Cunningham

Minnie Fisher Cunningham
Associate Consumer Adviser

Miss Mary Anderson, Director
Women's Bureau
United States Department of Labor
Washington, D. C.

THE ADVISORY COMMISSION TO THE COUNCIL OF NATIONAL DEFENSE

FEDERAL RESERVE BUILDING

WASHINGTON, D. C.

June 11, 1940.



Miss Mary Elizabeth Pidgeon,
Director, Research Division,
Department of Labor,
Washington, D. C.

Dear Miss Pidgeon:

I am sending you a copy of the notes from which Miss Elliott made her remarks at the conference on Saturday, June 8th, in case you may wish to refer to it.

Sincerely yours,

Caroline F. Ware

CAROLINE F. WARE
Assistant to Miss Harriet Elliott

Attachment

WOMEN'S BUREAU
JUN 13 1940
DEPARTMENT OF LABOR

Not for release

June 8, 1940.

NOTES FOR STATEMENT BY MISS HARRIET ELLIOTT

AT CONFERENCE WITH REPRESENTATIVES OF GOVERNMENT AGENCIES

General Statement:

Purpose of this meeting to get acquainted and for you to know something about the way in which I interpret the responsibilities which the President has called upon me to assume in this emergency.

Appreciate your willingness to give your time to this general meeting.

You are familiar with the President's announcement of a consumer adviser on the Defense Commission.

You appreciate more than any other group the significance of the fact that the President, when he created the Defense Commission, thought at once in terms of safe-guarding the standard of living of all the people. He made the human element equally important with guns, tanks, airplanes and battleships.

It is not necessary to expand this statement to this group.

Obvious responsibilities of this office in cooperation with your agencies:

1. Maintain minimum standards of living and improve standards where they are too low. Every effort should be made not only to protect existing standards, but also to try to improve standards where they are too low. There are existing agencies of government working on these problems from many different angles. This office will be closely associated with these agencies.

2. National Defense Program increases the need for keeping all people physically fit for the tasks which they may be called upon to face.

   Hungry people, ill people, are a liability, not an asset, in a defense program. The President is thinking in terms of a unified nation, of a people mentally, and physically prepared to meet the responsibilities which

the impact of the world crisis forces upon us. Reduced standards of living will result in reduced national effectiveness.

The President gave the consumer adviser a general suggestion on how he expected this office to function at present:

1. Watch price trends in specific consumer goods. Our immediate function.

   To protect standards of living, we must start with prices.

   a. Know what is happening.

   b. Know what it means to the consumer.

      What is it buying for him in quantity and quality?

   c. Is the change in price sound in terms of the whole economy?

2. Be prepared for action if and when a tendency to sky-rocket prices develops in any field.

   a. By publicity to the public.

   b. By investigation by proper authorities.

   c. By legal enforcement procedures of appropriate agencies.

   d. By other available means, such as seeking to develop additional supplies.

      When action is required, it will be taken by existing agencies qualified and legally responsible for this work.

First Step:

Through your reports, we will know what is happening. Our first responsibility is to tell the people of this country the facts. We will depend upon the good judgment and common sense of the people to assist in creating an immediate public opinion which will tend to control the situation. Every effort will be made to meet these situations when they arise.

We are in a better position today - 1940 - than we were in 1917. We start with a relatively stable cost of living, rather than one which is rapidly rising as it was in 1917. We start with some unused man power and surplus commodities - with unused plant facilities in some fields.

We have a better national attitude to assist us. There is evidence in every section of the country of a willingness to help keep the country on a stabilized basis. All of this combines to make, for the moment, a less critical situation if we use our available information and ingenuity in an intelligent way.

Sources of Information:

The President assured me that this office could count upon you for necessary information and technical assistance. In other words, he might have said: "On this front, we are prepared for this emergency." The President assured me that this office would receive your complete cooperation. In a few days, I have had ample proof that this is to be the case.

Situation at Present:

> At present, the shelves are well supplied with consumer goods. Replacement must be adequate and at reasonable prices.
>
> Problems may develop if particular sources of supplies are absorbed by defense needs in other fields.

This brief review is a summary of the President's statement to me. The statement is brief, but when we begin to follow through its implications, we see that it may lead us out into many different problems and responsibilities. If this emergency continues, there are many areas which, in some way or other, our work may touch. The agencies for which you are responsible are working in many, but certainly not all, of those possible areas.

Conclusion:

Is consumer protection an impossible task in a national emergency? Some people are saying it is. We might agree if we were thinking of an all inclusive program covering every detail of consumer needs. There were problems before this emergency began and there will be problems when it is over. Your agencies have been working on these problems in the past. They will be working on these problems in the future.

No one knows what a day will bring forth, but with your expert assistance, we hope that we may carry out the President's mandate in an effective way, and that we shall succeed in upholding and improving standards of living. While we are carrying out our immediate task of watching prices, we must be laying plans to meet emergencies which may develop. May I add that I hope we will choose ways to meet the consumer needs in the emergency which, in the end, will have enduring as well as temporary value, and will assist you in the future in your constructive work.

WOMEN'S BUREAU
U.S.Department of Labor
Washington

June 10, 1940

Subject: Committee of representatives of various agencies called by Dr. Harriet Elliott, member of the President's Committee, in charge of conserving the interest of consumers.

Women's Bureau representative - Mary Elizabeth Pidgeon
Chief, Research Division

The meeting consisted of about 50 persons, among whom were: Dr. Hinrichs; Dr. Martha Eliot; Mr. Zimmer; Dr. Stuart Rice; Mr. Sefton; representatives of the Social Security Board; Mr. Howard Myers; a representative of the Bureau of the Budget; Dr. Louise Stanley; Mr. Alexander; Mr. Olds; and so forth.

Dr. Elliott stressed the fact that she was merely calling together this group to meet them and to discuss with them briefly the particular objects that the President had outlined to her. She would welcome questions and suggestions and would be glad to consult with any of them at any time. She did not as yet have a detailed blueprint of procedure, but her committee is expected not only to do present work but to be fully prepared for such needs as may arise.

Dr. Elliott stressed primarily the objective to maintain American standards of living all along the line, to consider human values as primary on the general basis that reduced living standards mean reduced efficiency in every way. As to the two points the President stressed to her, she mentioned the following:

1. Prices. The importance and the necessity of keeping a close watch on prices, and on what price changes are meaning to the consumer.

2. Action. Be fully prepared for action in case it should be found that prices are out of line. This action will first take the form of proper publicity through the proper channels. If it becomes necessary to take further action the next step will be investigation, always through the proper authorities. Possibly legal procedure may be necessary following this.

It is the intention in every way to work through existing agencies. There is to be no building up of new large organizations. We shall get information from you and then shall see that this gets to the public.

We are in a much better situation in 1940 to meet an emergency than was the case in 1917. The President stressed the fact that at the present time the "shelves are well filled." We have surplus commodities along some lines, we have surplus labor, and in some cases we have plant surplus. Costs have not advanced phenomenally in the last nine months. I believe that we have also better public opinion.

We shall count on you especially for necessary information and technical assistance.

We are definitely expected to plan ahead although we cannot block out all the minute details now.

The major objective is to improve and uphold the standard of living. What is done in emergency is to be done in such a way as to assist you in your future constructive work. We are not going to allow machinery to get in the way of the work to be done. The machinery is something to use and should not get in our way.

Next we will confer with individual agencies to get the best form of information we can get from you.

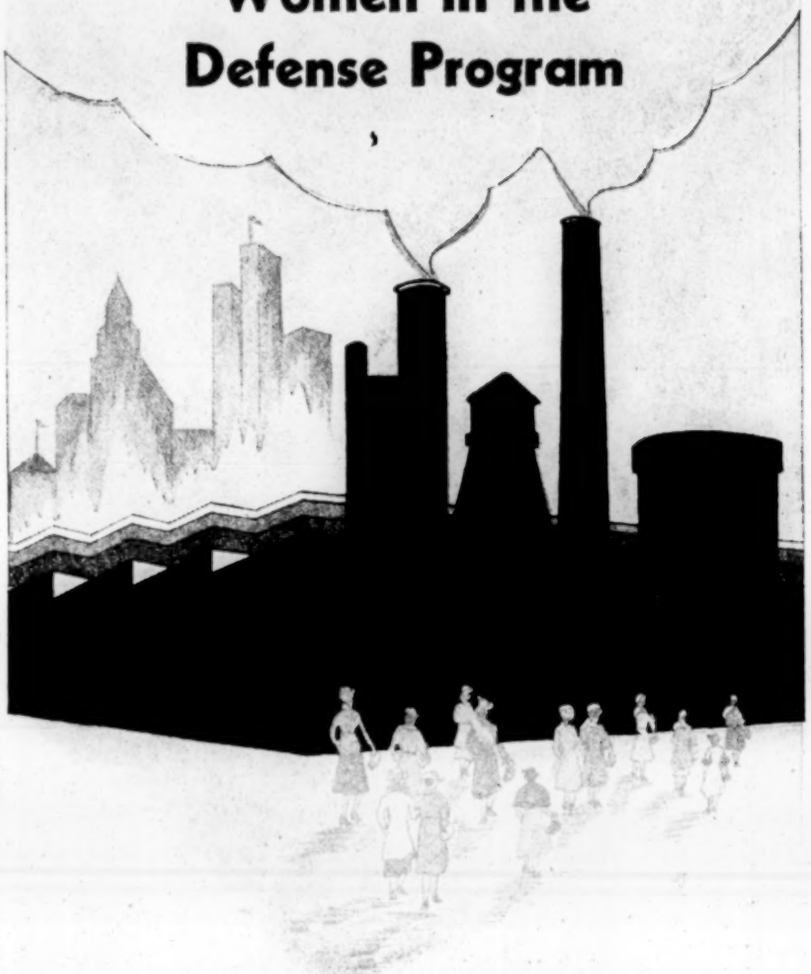
Publicity is in full charge of Mr. Horton. I shall ask you to hold this meeting as confidential. Please do not make announcements through the press as to methods of work.

Dr. Elliott then asked for any questions that should be in the minds of those present at the moment. There was much appreciation of her statement, and questions were not asked at this time. Many of those present spoke with her afterward assuring her of their assistance.

MEP:ld

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Effective Industrial Use of Women in the Defense Program



THE WOMEN'S BUREAU
U. S. DEPARTMENT OF LABOR

Special Bulletin No. 1

Prepared in cooperation with the Labor Advisory Committee on Standards for the Employment of Women in the Defense Program, representing:

Amalgamated Clothing Workers of America
International Association of Machinists
International Brotherhood of Electrical Workers of America
National Women's Trade Union League
Steel Workers Organizing Committee
Textile Workers Union of America
United Automobile Workers of America
United Rubber Workers of America

EFFECTIVE INDUSTRIAL USE OF WOMEN IN THE DEFENSE PROGRAM

I. Physical characteristics of the job must be suited to woman's physique.
II. Safety assures continuous production.
    1. Machinery should be carefully guarded.
    2. Speed is a powerful factor in causing fatigue and accidents.
    3. Muscular strain should be avoided if women workers are to produce at their maximum.
    4. Minors must not be employed on hazardous processes.
III. Women require special protection where industrial poisons are used.
IV. The fine work many women perform calls for special lighting.
V. Seats are vitally important for women workers.
VI. General plant sanitation and safety is essential.
VII. Practical work clothing for women prevents injury.
VIII. Moderate hours of work result in quality and quantity production.
IX. Minimum-wage standards and prevailing-wage standards should be maintained.
X. Training and employment policies should be adjusted to women's needs.
XI. Industrial home work should be prohibited on Government contracts.

★

Experience gained by the Women's Bureau in studying the successful employment of women during the first World War and in the 20 years thereafter is a guide for the participation of women in the defense industries to be expanded in the months ahead.

Though women have proved themselves able to do almost any type of work, careful consideration should be given, in planning a defense program, to their employment on processes where they have been found to be most efficient. Altogether, women workers have an important part to play in such a program.[1]

[1] Experience in regard to women workers in the World War is discussed in great detail in the following publication: The New Position of Women in Industry, Bul. 12, Women's Bureau, U. S. Department of Labor, 1924. This report contains the following statement:

First. The popular belief that women in industry rendered real service to the Nation during the war is sustained by the figures showing the numbers of women employed both in war agent and implement industries and in war food and fabric industries, by the preponderance of evidence from employers holding important Government contracts, and by the official statement of the Assistant Secretary of War, acting as Director of Munitions.

Second. The labor shortage and excessive demands on industries essential to the production of implements and agents of warfare resulted during the war in—(*a*) A sharp increase in the number of women workers in these industries during the war. (*b*) A marked decrease in the number of women in the traditional woman-employing industries, resulting in a relief of the long-standing congestion of woman labor in these pursuits and in part contributing to a marked increase in the wage scales of the women remaining in these industries. (*c*) The employment of woman labor in other skilled crafts from which women had been practically debarred before the war.

Particular attention also must be given to the necessary health safeguards where women are employed, since they often are in jobs new to them, operating unfamiliar machinery, and affected more seriously than men by certain of the poisonous substances in common use in industry. Extended experience, both in commercial plants and in the World War industries in 1914–18, shows positively that the fullest productivity depends on adequate safeguards to health. In no country during the World War did the early patriotic enthusiasm, which led to long hours and strenuous work under adverse working conditions, turn out precision implements in quantities necessary for warfare. Nor could such enthusiasm maintain quantity production when harmful working conditions gradually undermined workers' health.

The defense program, calling for speed, quality, and quantity of production, can be attained and maintained over an extended period only when working conditions leading to fatigue, discomfort, ill health, or accident are eliminated.

The following factors have been found of utmost importance in a program aimed to secure successful production in part through the employment of women workers. They represent general standards, but for some of the particular industries in a defense program further provisions also are essential, and continual investigation and consultation is necessary.

I. Physical Characteristics of the Job Must Be Suited to Woman's Physique

There are certain types of work that women do particularly well. Examples are as follows:[2]

1. Women excel in work requiring care and constant alertness, good eyesight, and use of light instruments, such as gages, micrometers, vernier calipers—work calling for little physical exertion.

   These are characteristics of such jobs as inspection of castings, machinings, and finished parts, of routine powder analysis, of testing electrical equipment.

[2] Ibid., pp. 93 and 142.

2. Women excel at work requiring manipulative dexterity and speed, but which permits the individual to set her own tempo and to work in a sitting position.

   These are characteristics of bench work calling for laying out work for machine operators, operating very small machines to finish small and irregular parts, assembling delicate instruments and machines, loading shells, filling powder bags.

3. Women excel in work requiring skill but little strength, either in handling parts or setting up machines.

   These are characteristics of drilling machines, lathes, milling machines, grinding and polishing machines operating on small parts.

4. Women operate large machines successfully on heavy work when such work, whether done by men or by women, requires the use of lifting devices and pneumatic chucks.

II. Safety Assures Continuous Production

Various estimates of the annual cost of industrial injuries run into millions, and these do not include the so-called incidental costs, which are found by analysis to be four times as great as compensation and medical payments. All possible methods of protection should be used to prevent injury from unguarded machinery, excessive speed, muscular strain, explosive chemicals, fumes, acids, dusts, or other harmful substances or conditions. This is especially necessary when women are employed on processes new to them. They will come in contact with complicated machinery and will need to handle dangerous materials and irregular and sharp objects.

1. Machinery should be carefully guarded.

Power machines cause two-thirds of women's permanent partial injuries, such as loss of fingers or permanent injury to other members of the body. The punch press is responsible for half the machine accidents.[3] Typical accidents to women resulting from poorly guarded machinery indicate the problem.[4]

[3] New York Department of Labor, Bul. 127, Some Social and Economic Effects of Work Accidents to Women, November 1924, p. 9.

[4] Women's Bureau Bul. 60, Industrial Accidents to Women in New Jersey, Ohio, and Wisconsin.

A finger amputated when caught in the press because of an improperly set guard.

A crushed and lacerated right thumb and forefinger, due to catching the hand between the cross head of the punch and the top of an iron bar that was fixed on the machine in front of the die.

Loss of a finger tip because the socket on a reamer slipped and reversed the handle while the worker was trying to fix the machine. This occurred in an automobile-parts factory.

Injury to the right hand when a knitting machine started without the operator's putting her foot on the treadle, because the belt connecting her machine with the shafting was out of order.

In matters of testing machine guards and devising more adequate guards, the State departments of labor, divisions of industrial hygiene, and the United States Department of Labor may be consulted. Standard materials and dimensions for belts and belt guards have been approved by the American Standards Association.[5] Further data as to guards can be obtained by reference to Safe Practices pamphlets of the National Safety Council.

In some cases the guard may be applied to the worker rather than the machine. From the number of goggle lenses shattered and replaced for workers in 166 steel mills over a recent 2-year period, a well-known optical laboratory estimated that 2,397 eyes were saved, an estimated saving of $4,000,000 besides preventing untold misery. Painful eye injuries caused by shattered needles and flying fragments of buttons or snaps to workers on button machines are avoided by the use of a lightweight, transparent, plastic mask.[6]

2. Speed is a powerful factor in causing fatigue and accidents.

The speed involved in modern industry is one of the factors demanding that every part be in perfect working order to prevent accidents.[7] Rapid processes are required, for example, when a shoe worker revolving the shoes so as to trim off surplus leather from the upper completes 5,200 shoes a day.

[5] See Summary in the National Safety News, March 1939.

[6] Factory Management and Maintenance, November 1939, p. 288.

[7] See Women's Bureau Bul. 14, A Physiological Basis for the Shorter Working Day for Women.

3. Muscular strain should be avoided if women workers are to produce at their maximum.

Consideration should be given to the weight lifting involved in the job, with provision of special devices for continuous lifting or for heavy loads. Physical work depends on the total load carried per day, average load carried at a time, and duration of its carrying. Much helpful information about lifting equipment is given in the Safe Practices Pamphlets of the National Safety Council. Conveyor systems are the answer for continuous flow of material in process in one direction. The lift truck, hand or power operated, is one of the greatest energy savers, and eliminates motions hazardous to hands, feet, and back. The stacker or tiering machine eliminates much heavy work and many injuries due to handling material.[8]

Six States prohibit employment of women at tasks involving lifting or carrying heavy weights.[9] Specific limits vary from 15 pounds to 75 pounds. The limit should be lower for girls under 18 years.[10]

4. Minors must not be employed on hazardous processes.

The Federal Fair Labor Standards Act provides that no girls under 18 may be employed on types of machines or in occupations determined to be hazardous by the Children's Bureau. The Public Contracts Act provides that no girls under 18 may be employed on production under Government contracts.

III. Women Require Special Protection Where Industrial Poisons Are Used

Women are likely to be more seriously affected than men by some poisons, and certain of these are used to a considerable extent in connection with various processes well adapted to women's abilities. The need for constant study of materials and substances, especially where newly used, cannot be too strongly stressed.

[8] Help for Heavy Loads, in National Safety News, March 1937, pp. 166, 167, 170, 172.
[9] California, Massachusetts, Ohio, Pennsylvania, Utah, Washington.
[10] Overton, S. G. Report No. 44, Industrial Fatigue Research Board, 1927, p. 115.

Examples of substances that have a particular effect on women include:

Benzene, which may dispose to hemorrhage.[11] This is used in explosive plants, in airplane factories in doping the wings, in rubber factories, and in shoe and some metal plants.

TNT, dinitrobenzene, sulphuric ether, and various widely used producers of skin irritations (dermatitis). Women were employed extensively in explosive manufacture and in loading explosives.

Carbon disulphide, which is used in rubber and artificial silk manufacture. The dangers of this powerful poison seem to be more recently understood; it attacks the nervous system, producing a result similar to insanity. This serious hazard can be controlled by good workroom ventilation, together with adequate local exhaust.

Lead, used in rubber and storage-battery plants and in spray painting, as, for example, in automobile plants. It is perhaps one of the most common poisons in use in modern industry. While in some industries the hazard has been practically eliminated, other industries, plants, or processes develop its use.

Mercury, which is used in chemical plants, in photographic supplies, by browners on guns.

Arsenic, which is used in chemical plants, by electroplaters, and by workers on enamel and on rubber.

Silica dust, which is produced by grinding and polishing machines on which women work, and unless it is entirely removed from the air produces an incurable lung disease.

Exhaust systems are absolutely necessary to prevent the air from carrying to the worker the fumes from the poisons just listed, and from many other acids or chemicals such as mercury, wood alcohol, ammonia, and so forth; from gases such as carbon monoxide; and from dusts such as that caused by silica. Individual respirators often are needed where the process brings the worker near to such fumes and gases. All equipment should be inspected frequently to make sure that it is not worn or leaking so that it no longer protects. Furthermore, individual respirators often are not sufficient to take the place of adequate exhaust systems, and in the case of some substances, such as silica dust, it is absolutely necessary to have this removed from the air at its source by proper

[11] Hamilton, Alice, M. D. Industrial Poisons in the United States. New York, Macmillan Co., 1925.

exhausts or by effective wet methods. (See also the section on Ventilation.)

Where lead is used, the worker must be protected by exhaust systems, and, depending on the process, by gloves and by individual respirators as well, and there must also be provision for frequent washing of hands and other exposed parts of the body. Food should never be eaten in the workroom where such poisons are used. (See also the section on Washrooms and Lunchrooms.)

No easy panacea exists for protecting workers from all poisons. There must be continual study of the use of new substances, the methods of their use, and the employment of better-known materials in new processes. For the substances that have been long in use in industry, protective measures are known. The United States Department of Labor publishes small pamphlets telling of the effects of certain industrial poisons and giving suggestions as to their prevention.

New processes are constantly developed and these may mean introducing new substances whose effects are less well known. This happened during the years 1914–18. In connection with the experience in munition plants at that time, Dr. Alice Hamilton states:

> There is no way of knowing how much illness and death resulted from the mad rush during the first months of the war, before the factories were in a position to carry on the work properly, to get out the product. Another thing that led to sickness in this work was its unfamiliarity. It involved new problems in engineering that had to be solved by men with little or no experience with these substances and reactions * * *. Undoubtedly also the newness of the substances employed and of their byproducts was responsible for many accidents. It is plain that in some plants the occurrence of a serious case of poisoning was the first thing that aroused the management to the fact that a certain process was really dangerous * * *. Such occurrences as [poisoning from nitrobenzol fumes, from TNT, or lung affections from nitrous fumes] were totally new experiences to the ordinary physician, and there was very little in the medical literature to help him * * * .

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IV. The Fine Work Many Women Perform Calls For Special Lighting

Workers in poorly lighted factories are, in effect, partly blindfolded. Minimum requirements are as follows:

1. Sufficient illumination varying with occupation.
2. Proper distribution of light to prevent glare and shadows.
3. Consideration of lighting problems in seating arrangements.
4. Special aids for very fine work.

The National Safety Council states that 15 to 25 percent of all industrial accidents are due to poor lighting.

In a steel machine shop in Chicago an additional lighting cost amounting to less than 2 percent of the pay roll produced an increase in production of 10 percent.

In Great Britain glasses to relieve eyestrain were furnished drawers-in in textile plants, and sorters of lamp filaments, which are about half the diameter of a human hair. Relief afforded increased output from 8 to 26 percent for drawing-in, 20 percent for filament sorting and mounting.

A detailed study of output and errors in typesetting under different grades of illumination found maximum fatigue when minimum light was provided. The quality of the work suffered, as judged by number of errors, until the illumination reached 24.5 foot candles.

Lighting is measured in "foot candles," one unit representing one standard candle at a distance of 1 foot. It is determined by a small measure that can be carried about in the plant. The following standards for artificial lighting are the minimum needs for workers in various occupations according to the Illuminating Engineering Society. The illuminating for natural lighting should be at least four times the minimum specified for artificial lighting.

	Foot candles
Automobile manufacture—Assembly line	50 to 100
Textile mills—	
Cotton—Spooling, spinning, drawing, warping, weaving, quilling, inspecting, knitting, slashing	20
Woolen—Twisting, dyeing	10
Drawing-in, warping—Light goods	15
Dark goods	30
Weaving—Light goods	15
Dark goods	30

	Foot candles
Steel and iron mills—Automatic machines, light and cold rolling, wire drawing, shearing, fine by line	15
Rubber manufacturing	10 to 20
Airplane—Repair departments	30 to 50
Foundries—Core making	20

V. Seats Are Vitally Important For Women Workers

Arrangements should be made so that women can change from a standing to a sitting position. The right kind of chair should be provided, adjustable to both the worker and the particular occupation.

The New York study of industrial seating made in 1921 found three striking facts about proper and improper seating:

1. Providing of chairs and tables suited particularly to the occupation increased production in a rubber factory so that 16 girls performed as much work as 20 had done before.

2. A foot-pedal operator who has to strain unduly to reach the pedal suffers from pelvic congestion with resulting harm to pelvic organs.

3. Addition of satisfactory foot rests and foot pedals in an electrical-supply factory eliminated much fatigue.

Women polishing metal could increase their output as much as 32 percent when special seats were provided that made it possible to work seated or standing, according to a British investigation.

In muscular work output has been found to increase from 2 to 13 percent when workers could alternate sitting and standing. Dr. Vernon, one of the foremost British authorities, concludes that such changes have even more effect than rest pauses.

VI. General Plant Sanitation and Safety Is Essential

Clean and well-ordered establishments are necessary for health of workers, and for their greatest production as well. This includes the following:

1. Washing facilities.

Washing facilities in convenient locations with hot and cold water, soap, and individual towels are essential, as is instruction in proper methods of use. Some more or less serious forms of skin infection (dermatitis) may result from many of the substances used in industry. When processes require

use of certain poisons, it is essential that hands be washed frequently.

A recent study in Pennsylvania of persons at work insulating wire whose skin came in contact with chlorinated naphthalene showed that this resulted in skin affections for about three-fourths of the workers reported. Children of parents having the dermatitis also were found infected as a result of the material being carried home on the skin and clothing of the worker. Both Pennsylvania and New York Departments of Labor found the disease could be prevented if, in addition to adequate ventilation, there were provided personal hygiene facilities including regular wash periods, provision of soap, cold cream, individual towels, and protective lotion.

In a study of industrial dermatitis, a noted Philadelphia skin specialist, Dr. Joseph V. Klauder, found numerous cases due to inadequate washing facilities or the use of harmful agents to remove foreign substances from the skin. "* * * an enormous number of cases of trade dermatitis are caused annually, not by substances encountered at work, but by their removal by methods harmful to the skin." For example, (1) a woman in a printing shop used turpentine and kerosene for many years in order to remove stains from her hands and forearms. Dermatitis involved these areas. A patch test with turpentine showed her sensitive to this substance. (2) A woman employed as a machine "seasoner" in a tannery experienced dermatitis of both hands. For many years she had been using hypochlorite of soda to remove stains from her hands and this material was the cause of the infection.

2. Adequately equipped lunch room, dressing room, and rest room.

These are necessary not alone for the convenience of the workers. A very real health hazard may result if food is eaten or street clothes are hung in the workroom where poisonous substances or tools that may carry poisons are in constant use. For example, among the measures to prevent occurrence of lead poisoning are lunch rooms and dressing rooms separate from the work place.

Working efficiency is reduced if work is continued a long time without food, according to studies made by Harvard University. Facilities for getting a good noon meal reduce sickness, absenteeism, and fatigue.

Margaret Bondfield, formerly at the head of the labor department in the British Cabinet, stated that in 1914 when cafeterias were put in British munitions plants men and women workers had, for the first

time, hot meals on workdays. Production, morale, and general health were favorably affected. In this country men coming to C. C. C. camps after a period of unemployment and consequent lack of proper food gain 8 to 10 pounds and their working efficiency is thus increased.

Adequate rest rooms also contribute to the efficiency of the work force.

3. Good drinking facilities.

Pure cool water should be provided in places convenient to workers, with individual cups or sanitary bubbling fountains. Drinking water can promote health or spread disease. The American Standards Association has established detailed specifications for sanitary drinking fountains, available from that organization and well summarized in the National Safety News, March 1939.

Water will carry disease germs due to impurities in the source of supply or any other impurities with which it may come in contact before it reaches the drinker's mouth. It may be contaminated during storage, distribution, cooling, or by the way in which it is served. These sources all should be carefully investigated.

Among the diseases known to have been transmitted by depositing of germs upon drinking devices are influenza, diphtheria, scarlet fever, measles, whooping cough, cerebrospinal meningitis, poliomyelitis smallpox, chickenpox, mumps, septic sore throat, syphilis, tuberculosis, pneumonia, and the common cold.

The effects of hot, heavy work in sapping strength and reducing production can be averted by additional supplies of salt to replace that lost through profuse sweating. Where heat fatigue may be a problem, salt tablets should be available in dispensers near drinking fountains. Dosage recommended is as follows:

	Tablets daily
Light to medium work	5 to 6
Medium to heavy work	8 to 10
Extra heavy, hot work	12 to 15

A large steel company in Ohio used to have as many as seven or eight cases of heat cramps and heat sickness a day during hot spells. They then began to install a few salt-dispensing machines with such good results that finally one was placed at every drinking fountain. In a later year, only one case of heat cramps occurred throughout the entire summer.

The medical director of an electrical-supply manufacturing company stated that cases of heat sickness had been common before the use of salt tablets. Cases have been rare since.

4. Separate toilets for women.

Toilets should be in locations convenient to workrooms. They should be kept in a sanitary condition. An adequate supply of toilet paper should be provided. Washing facilities should be located nearby. A ratio of at least 1 toilet facility to every 15 women is recommended by the Women's Bureau. It is important to have outside ventilation. More detailed recommendations also are made as to construction of toilets, materials to be used in bowls, and so forth. (See Women's Bureau Bul. 99.)

5. Ventilation.

Ventilation of the plant should have special attention based on scientific knowledge. This is of particular importance to the health of workers in defense industries, because injurious chemicals often must be used. Safe ventilation includes attention to temperature, humidity, air motion, and especially removal of injurious vapors, fumes, gases, and dusts peculiar to the industry. The following minimum requirements have been developed by experts in this field:

(1) Supply of fresh air of not less than 1,000 cubic feet per person per hour.

(2) Adequate air movement (20 to 40 feet per minute in winter and higher in summer).

(3) Relative humidity not to exceed 70 percent and preferably less.

(4) In work with poisonous vapors or dusts:
   (*a*) Prevent escape of gases and dusts in the air.
   (*b*) Use exhausts to remove these substances if they are present in the air.
   (*c*) Provide adequate ventilation and movement of the air.
   (*d*) Provide masks where necessary.

6. General plant housekeeping.

Every floor needs thorough daily cleaning to remove oils, grease, and materials which may cause falls and to remove dusts which may otherwise be health hazards. Falls accounted for

about 4,000 of the 27,000 compensated injuries in manufacturing in New York in 1937. Removal of dust from all surfaces also reduces fire and explosion hazards. Suction methods of cleaning are preferable. If sweeping is used, the floor must be moistened or sweeping compound used to prevent raising dust.

7. Provision of medical department.

It is essential in carrying out health and safety measures to have the services of an industrial physician, who may be continuously on duty or on call, and an industrial nurse.

> The well-qualified industrial nurse can produce financial returns. As an example, one plant of 400 employees reduced its accident frequency 50 percent, cut down number of days lost 87 percent, and decreased medical aid cases 54 percent through employment of an industrial nurse.

8. Committees of workers.

Every plant should have a committee to whom harmful conditions of all kinds may be reported, and who will cooperate with management in safety education work.

★ ★ ★

STANDARDS ESTABLISHED BY STATES

Compliance with the safety, sanitary, and factory inspection laws of the State in which the work is performed should be the first requirement. Where State divisions of industrial hygiene exist, they should be consulted as to particular problems.[12]

STANDARDS REQUIRED IN FEDERAL ACTS

Where standards for labor have not been established by the State, it should be remembered that the Federal Public Contracts Act provides that no work shall be done in surroundings insanitary or hazardous or dangerous to health and safety of employees. This applies to supplementary materials as well as those contracted for.

[12] Industrial hygiene divisions have been established in the following States and Territories: California, Colorado, Connecticut, Idaho, Illinois, Indiana, Iowa, Kansas, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, New Hampshire, New York, North Carolina, Ohio, Oklahoma, Pennsylvania, Rhode Island, South Carolina, Tennessee, Texas, Utah, Vermont, Virginia, West Virginia, Wisconsin, Hawaii, and the Philippine Islands.

VII. Practical Work Clothing For Women Prevents Injury

The following general standards should apply on this important matter:

1. Clothing must be reasonably comfortable in any temperature in which it is worn.
2. It must fit and not interfere with workers' movements.
3. It must afford adequate protection against the hazard for which it is designed.

[See National Safety Council, Safety Fashions for Women in Industry.]

Safety hats.—A large metal-products factory in the Middle West has standardized work clothing for their women factory employees with safety in mind. The safety hat is a light comfortable cap of attractive design, confining loose hair and yet standing up from the head sufficiently so that revolving machinery cannot catch in the cap and from there into the hair.

Illustrative of the need for protective caps around moving machinery is the case of a girl whose hair caught in a machine as she leaned over to tighten it. Her head was pulled into the moving parts of the machine.

Gloves.—Protective gloves or finger stalls of material suitable to the hazard should be used where hot or sharp-edged parts are handled, and in some cases where substances used may poison the skin. Cuts and burns and skin diseases are reduced by these precautions.

Uniforms.—Uniforms sometimes are needed, as, for example, to prevent skirts from getting caught in machinery. One company has designed for its women employees a jumper suit that fits snugly for this purpose and is provided in attractive colors. Such uniforms are useful in work such as airplane repairing, where climbing is necessary.

Shoes.—Falls are a major cause of women's injuries, ranking first in most States reporting. Major causes of these may be wet or slippery floors, unprotected stairways, cluttered aisles, and so forth, but shoes play an important part in such accidents. Thin soles, high heels, worn-out shoes are hazards. The general rules that heels must be sensible, no cut-out toes, and no bedroom slippers are sufficient in many plants.

Where special safety shoes are needed they should be provided and required. In a study of the 36 foot injuries occurring in a rubber factory in 1938 it was found that 22 could have been prevented by use of safety shoes and 7 others much reduced in severity.

Leggings, spats, and aprons.—These may be a safety necessity for certain operations. A large plate-glass company has devised a special foot protector for girls, covering the ankle and top of the foot.

Jewelry.—Jewelry may be the cause of painful injury, and should not be worn at work around machinery.

Goggles.—The necessity for goggles is evidenced by the fact that 80 percent of the 1,800 to 2,000 eye injuries occurring in New York every year are caused by flying bodies. In a metal factory employing 25,000 workers, $25,000 was spent on goggles with a resultant saving in two years of $116,000.

VIII. Moderate Hours of Work Result in Quality and Quantity Production

The hour standards that have been established in the past few years should be maintained. Such a policy is possible and essential in the defense program. Such a policy is sound, as it will mean jobs for more workers. Thus expanded production should lead to employment of many more persons. The millions of unemployed men and women constitute an available labor supply on which to draw.

The effort to speed up production should not lead to longer hours or overtime for those already employed. Industrial history during the last World War and since proves that this is a short-sighted policy, whereas reasonable and regular hours mean more efficient workers.[13]

The moderate working hours recently set up as standards are conducive to increased production and better quality of goods. Such hours are a highly effective means of safeguarding the workers against undue fatigue and conserving their energies to enable them to produce steadily under pressure over a long period.

1. Daily and weekly hours.

The basic schedule should not exceed 8 hours a day and 40 hours a week.

This schedule is the standard provided by the Public Contracts Act, and that to become effective October 24, 1940, under the Federal Fair Labor Standards Act. In recent years many plants have adhered to this schedule and found it satisfactory.

[13] See U. S. Department of Labor, Women's Bureau, Bull. No. 43, Standard and Scheduled Hours of Work for Women in Industry. Washington, D. C., 1925, pp. 1–10.

The following are typical illustrations of the value of moderate hours to a program of expanded production:

The 8-hour day.—An investigation by a committee of Federated American Engineering Societies, of continuous-process industries that had changed from 12-hour to 8-hour shifts, showed that no technical difficulties were encountered, and where good planning and care in execution were used, the effect on quality and quantity of production was satisfactory. For some plants in practically every major continuous-process industry there was reported an increase in production of 25 percent or more per man and a marked decrease in absenteeism and labor turnover.[14]

A report published in 1919 by the National Industrial Conference Board, on a survey of hours of work, contained the following statement by a representative of a large firm (conducting practically all branches of metal manufacturing) in regard to its change to an 8-hour day from longer hours: "We are convinced * * * that the shorter day does conduce to a larger output, better quality of work, better health conditions, to the decrease in the number of accidents, and to the contentment of our workers." [15]

The 40-hour week.—The United States Government Printing Office after changing to a 5-day week (40 hours) in 1932 reported that the production per employee had increased by from 4 to 10 percent and that the daily output of the plant was greater than in the 5½-day week (44 hours).[16]

2. Days of rest.

At least one and a half, and preferably two, days of rest should be allowed in every seven days.

The value of such a break in working time in terms of health and efficiency of women workers was stressed in a report by a committee on health of munition workers in Great Britain in 1915. This report dealt also with the detrimental effects of the long hours, including the 7-day week, that had been used during the first year of the first World War with the hope of speeding up production. The study proved the value of the changed policy of shorter hours. The following excerpts from the report are of interest:

"If the maximum output is to be secured and maintained for any length of time, a weekly period must be allowed. Except for quite

[14] Federated American Engineering Societies. Committee on Work Periods in Continuous Industry. The Twelve-Hour Shift in Industry. 1922. pp. 13–14.

[15] National Industrial Conference Board. Research Report No. 18. Hours of Work as Related to Output and Health of Workers: Metal Manufacturing Industries. July 1919.

[16] U. S. Printing Office. Annual Report of the Public Printer. Washington, D. C. 1932, 1933.

short periods, continuous work * * * is a profound mistake and does not pay * * * output is not increased.[17]

"The importance to women of a wise limitation of their hours of work and an appropriate distribution of the pauses in those hours can hardly be overstated. The weight of scientific evidence is behind such limitation, and without it health and efficiency cannot be maintained. The week-end rest has been found a factor of such importance in maintaining health and vigor that it has been reinstated by employers who had taken it for work at the beginning of the war. The committee are strongly of the opinion that for women and girls a portion of Saturday and the whole of Sunday should be available for rest." [18]

3. Time for meals.

A regular time should be set for any meal eaten at the plant, the period allowed varying from 30 to 60 minutes according to circumstances.

Working efficiency is reduced if work is continued a long time without food, according to studies made by Harvard University.[19]

Where lunch facilities are such as to make a half-hour meal period practicable, workers often prefer this to a longer break in the work schedule in order to have an earlier closing period.

4. Rest periods.

A rest of at least 10 minutes in the middle of each 4-hour period without lengthening the workday is essential. The worker should not have to pay for such rest periods.

A report by the National Industrial Conference Board in 1919 gives definite data on the value of rest periods, compiled in a survey of 104 establishments in the United States, after they had introduced rest periods. Many firms reported an improvement in quality of work, especially where the task required concentrated attention. The management of an establishment employing 13,000 women stated, "We feel that it pays in output and quality of work to have rest periods." [20] Analysis of another study showed that in various occupations the immediate effect of allowing a rest period was to increase the output 2.8 percent, and in other groups tested some months after introduction of the rest period output had increased 6.2 percent.[21]

[17] Great Britain. Ministry of Munitions. Health of Munition Workers Committee. Memorandum No. 1. 1915.

[18] Great Britain. Ministry of Munitions. Health of Munition Workers Committee. Memorandum No. 4, Employment of Women. 1915.

[19] Journal of Industrial Hygiene. Industrial Fatigue, September 1936, vol. 18, p. 417.

[20] National Industrial Conference Board. Research Report No. 13, Rest Periods for Industrial Workers. 1919.

[21] British Industrial Fatigue Research Board, Report No. 47, 1928. p, 16.

Employees coming under the Fair Labor Standards Act must be paid for short rest periods (up to and including 20 minutes), the Administrator of the Act has decreed.

5. Overtime.

Overtime should be avoided as far as possible. The following illustrations stress the detrimental effects of overtime:

The report by the British Committee on the Health of Munition Workers, already referred to, stated: " * * * flagging output * * * characterizes the last hours of overtime during the day, and it is stated that the disadvantages of the overtime system are being increasingly recognized by employers." [22]

The decreased efficiency characteristic of overtime work is shown by a study of output in relation to hours in a motor plant on an 8-hour day and a metal plant on a 10-hour day. In the last hour of the day, even when allowance was made for stoppage of machinery, and so forth, the 8-hour plant had an output 10.2 percent below its own efficiency but the 10-hour plant showed a decline of 20.9 percent.[23]

When overtime is necessary it should be spread among all available workers. Overtime wages should be time and a half the regular rate of pay for each hour in excess of the 8 hours a day or 40 hours a week.

IX. Minimum-Wage Standards and Prevailing-Wage Standards Should Be Maintained

The health, morale, and efficiency of women as workers can be maintained only if they are paid wages sufficient to enable them to buy the necessities of life, and wages that are commensurate with the services rendered.

1. Minimum rates.

The rates set by the Secretary of Labor under the Public Contracts Act are required in plants in the various industries operating under contract with the Federal Government.

All minimum rates set up under the Federal Fair Labor Standards Act must be complied with by all establishments covered by the law. The act permits no wage differentials on the basis of age or sex.

[22] Great Britain. Ministry of Munitions. Health of Munition Workers Committee. Memorandum No. 4, Employment of Women. 1915.

[23] U. S. Public Health Service. Bulletin 106, "Comparison of an Eight-Hour Plant and a Ten-Hour Plant," * * * February 1920.

Existing State minimum-wage rates must be complied with by all establishments covered unless such rates are superseded by Federal rates.

2. Wage policies.

Rates should be based on occupation and not on sex or race of the worker.

The standard of wages prevailing for men should not be lowered where women are employed.

Certain uniform practices in setting wage rates are essential to the good of all concerned. Effort should be made to arrive at clearly defined occupations or standard rates, whether computed by the hour or by the piece.

3. Overtime rates.

The rate of pay for all hours in excess of the basic hour schedule should be at least one and a half times the regular rate which a woman is paid.

4. Wages and living costs.

Wage rates should be revised periodically and adjusted to marked rise in cost of living.

X. Training and Employment Policies Should Be Adjusted To Women's Needs

The program of rapidly expanded production in defense industries calls for sound employment policies; otherwise, discontent among workers and dislocation among industries may result, and retard and cripple the program unduly. On the other hand, elimination of causes of friction will make for a satisfied and satisfactory labor force and greater output.

Such policies must be carefully worked out from the viewpoint both of the defense program and of normal manufacture of goods. The situation must be analyzed in regard to men and women workers, both those having jobs and those seeking jobs. Attention must be given to the needs of the present situation in relation to future needs, particularly the period just following the completion of the emergency program.

1. Dislocation.

Effort should be made to prevent dislocation in industry that is bound to result if women and men are drawn from their regular jobs into expanding defense industries. The present emergency program is not so acute as was that during the World War, when considerable sudden shifting of women to take men's jobs was essential. Also today there are large numbers of men and women available for the new jobs.

> In the World War the "quick shift from a peace to a war footing contributed as much at first to the dislocation of normal industrial conditions as did the drafting of millions of men from the ranks of producers to the service in the Army and Navy." [24]

2. Training.

Women should be trained for those jobs in defense industries for which experience has shown women to be fitted, and also for other new jobs suited to their physique.

3. Training methods.

Training in the plant usually is necessary for workers employed for processes new to them, but in many instances women may require somewhat more extensive training than men require. This is due to the fact that girls are not given the same opportunity in vocational schools to secure a general mechanical training and background.

Women should be trained in a special section before being assigned to the production room, especially for work in divisions hitherto staffed by men. This arrangement permits the weeding out of unsuitable workers and the developing of the best methods. It also prevents the slowing up of work in the production room that is bound to result from the presence and efforts of inexperienced persons.

When a foreman must train women, care should be taken to choose one who is willing and able to do this task, and who understands the lack of knowledge of mechanical terms on the part of many women.

[24] U. S. Department of Labor, Women's Bureau, Bul. 12, The New Position of Women in American Industry. Washington, D. C., 1920. p. 2.

During the period of 1914–18 the training section for women varied in size from one set up in the corner of a large workroom to large establishments giving intensive training to women workers. The typical school trained about 30 women at a time. Arithmetic, blueprint reading, the use of measuring instruments, were taught in addition to the operation of the essential machines. The length of the course varied from 10 days to 3 weeks.

Training in the plant should be a legitimate expense of the employer. Women as trainees should be paid an hourly rate until they are ready to go on into regular production work.

4. Personnel management.

The appointment of a competent person as employment executive where women are employed, with responsibilities for conditions and policies especially affecting women, is necessary. A well-qualified woman in such a position usually will get the best results.

5. Collective bargaining.

Opportunity should be given women workers to participate in trade-union organization and collective bargaining, which have been established by law as fundamental rights.

Women should be included among employee representatives charged with responsibilities for maintenance of existing standards or development of other desirable standards.

XI. Industrial Home Work Should Be Prohibited on Government Contracts

Home manufacture of industrial products is not likely to result in best production methods. During the World War disease and dirt were found in many homes where the sewing on Army goods was done, the women in these tenements working early and late to complete their tasks. Army overcoats were found in homes, piled in the dark bedrooms and in heaps on dirty floors.

Pay for industrial processes done in the home ordinarily is found to be far below pay in the factory, and it frequently is

true that several members of the family, including small children, must work to obtain these earnings.

Twenty States have industrial home-work regulation: California, Colorado, Connecticut, Illinois, Indiana, Maryland, Massachusetts, Michigan, Missouri, New Jersey, New York, Ohio, Oregon, Pennsylvania, Rhode Island, Tennessee, Texas, Utah, West Virginia, and Wisconsin.

○

CROSS REFERENCE SHEET

Name or Subject: Council on Defense

File No.: 83

Regarding

Date

Letter Dec. 27, 1940 to
Mrs. Chase Going Woodhouse
Institute of Women's Prof. Relations,
in re use of women in Defense
projects!

SEE

Name or Subject: Inst of Women's Prof. Rel.

File No.: 189

File cross reference form under name or subject at top of the sheet and by the latest date of papers. Describe matter for identification purposes. The papers, themselves should be filed under name or subject after "SEE."

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December 11, 1940

Dr. J. W. Studebaker, Commissioner
U. S. Office of Education
Federal Security Agency
Washington, D. C.

Dear Dr. Studebaker:

I shall be very glad indeed to serve as a consultant on your committee to advance the cause of national defense through education.

When I was in Philadelphia the other day I found that the steel companies in Pittsburgh are going to employ women as examiners. They employed a large number during the last war, and many of them are still at the same job.

With best wishes,

Sincerely yours,

Mary Anderson, Director

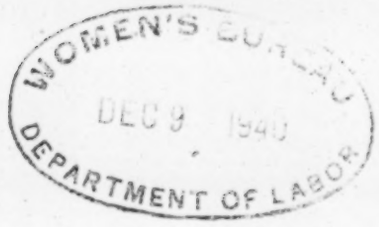
MA:IS

FEDERAL SECURITY AGENCY

U. S. OFFICE OF EDUCATION

WASHINGTON

December 6, 1940.



Miss Mary Anderson,
Director, Women's Bureau,
Department of Labor,
Washington, D. C.

My dear Miss Anderson:

It is the desire of this Office that a few persons from other Government agencies should act as consultants to us with respect to various activities in which we should engage to advance the whole cause of national defense through education. Will you be willing to serve as one of the consultants? I assure you that I can work the arrangement so that you will not feel the relationship is a burden. I also believe that you will help us a very great deal.

The group of consultants will not be large. We shall probably have a meeting about once every two or three weeks lasting approximately two hours. As the weeks pass, the meetings can become less frequent.

Hoping that you will be able to become a member of this group, I am

Cordially yours,

J. W. Studebaker

Commissioner.

Four government inspectors have been sent here to instruct girls employed by the Virginia Rubatex Corporation in making gas-mask valves, a government contract for which was recently given to this concern. They are Miss Annette Star, of Edgewood, Md., Miss Lillian Oster, of Lancaster, Pa., Miss Lola Cavey, and Miss Grace Barnes, of Baltimore, Md. Miss Starr and Miss Oster have rooms at the home of Mrs. M. J. Yeates.

DEPARTMENT OF LABOR

WOMEN'S BUREAU
NOV 27 1940
DEPARTMENT OF LABOR

Dear Miss Nienburg

I happened to see this in my home paper & thought you might be interested. This co. is located in Bedford Va.

We are continuing to get very good cooperation, tho I got a good dressing down from a co. where I was introduced by a friend. I'll have to tell you about that.

Sincerely
Carrie B. H.

No. 204
GPO

Nov. 20, th

DEPARTMENT OF LABOR

Miss Anderson:

Our list includes specific occupations in 1-2-4-5-9-10.-14

We mentioned 11-12-13 as possibilities when new plants were established; the munition plants have girls trained on the job in relatively single work.

8. Foundry was omitted as ordinarily requires no school training.

3. Shipbuilding, 6 Forging, 7 Boiler plate making were eliminated as too heavy.

B. Nicely

No. 204

GPO

Defense — General

FEDERAL SECURITY AGENCY

U. S. OFFICE OF EDUCATION

WASHINGTON

WOMEN'S BUREAU
NOV 20 1940
DEPARTMENT OF LABOR

November 19, 1940.

Miss Mary Anderson,
Director, Women's Bureau,
U. S. Department of Labor,
Washington, D. C.

My dear Miss Anderson:

I am attaching hereto a list of the industries which have been approved by the Defense Commission to be used by us as the basis for training. I shall appreciate it if you will send me the occupations within these industries for which women might be trained.

Cordially yours,

J. W. Studebaker
Commissioner.

Enclosure.

1. Aircraft - manufacturing, maintenance and repair.
2. Machine Tools.
3. Shipbuilding - manufacturing, maintenance and repair.
4. Automotive - manufacturing, maintenance and repair.
5. Electrical.
6. Forging.
7. Boiler and heavy steel plate.
8. Foundry.
9. Light manufacturing.
10. Sheet metal.
11. Woodworking.
12. Chemicals.
13. Ammunition.
14. Ordnance, light and heavy.

Returned in compliance with your request.

R. Rouse
Mrs. Rouse,
Sec'y to Mrs. Holmead

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
WASHINGTON

November 13, 1940

WOMEN'S BUREAU
NOV 14 1940
DEPARTMENT OF LABOR

Mrs. Margaret D. Holmead
Chief, Personnel Section
Advisory Commission to Council of
National Defense
Federal Reserve Building
Washington, D. C.

My dear Mrs. Holmead:

The Women's Bureau is receiving many letters from women seeking jobs in defense industries. I think you will be interested to know that the reply we make to such letters calls attention of the writers to the fact that defense jobs are handled through the Employment Service (or by examination by the Civil Service Commission); and the applicants for jobs should register with the nearest one of the 1,500 full-time and 5,000 part-time local employment offices handling their particular kind of work.

I think you may wish to give a similar type of information to women making inquiries, since this would seem to be a saving of time for the persons seeking work.

Sincerely yours,

Mary Anderson

Mary Anderson, Director

Research Division

MATERIAL TO BE SENT TO PERSONS REQUESTING

FOLDER USED AT WOMEN'S BUREAU

ADVISORY COMMITTEE CONFERENCE
November 7, 1940

1. Increase in Woman Employment 1914-18 and Occupations of Women in Defense Industries (1914-18) (mimeographed)

2. Processes on Which Women are Now at Work in Defense Industries (October 1940) (mimeographed)

3. Women Available for Defense Work (mimeographed)

Mimeographed list of organizations represented at conference also can be included if the person asking for folder requests it.

Copies of the Woman Worker for September and November 1940 were also included in the folder. Since the numbers of the Woman Worker for distribution are limited these are not to be sent unless especially requested by the person asking for the folder.

MEP:ld
November 13, 1940

Other Data on World War II Period

Mimeographs, Speeches, Radio Interviews, Articles and Reprints from "Woman Worker".

Last copy Do not take

53

U. S. Department of Labor
WOMEN'S BUREAU
Washington

53

REPORT OF THE CONFERENCE ON VOCATIONAL TRAINING OF WOMEN UNDER THE DEFENSE PROGRAM CALLED BY THE WOMEN'S BUREAU OF THE U. S. DEPARTMENT OF LABOR
November 7, 1940

That women must have every opportunity to secure vocational training that will fit them for employment in defense industries was the key note of an all-day conference of the Advisory Committee to the Women's Bureau and the Labor Advisory Committee on Standards for the Employment of Women in the Defense Program called by the Women's Bureau for November 7, 1940. The women attending the conference represented organizations with a total membership of approximately nine million women. The opinions expressed by these representatives reflected the sentiments of their constituents, who through their organizations are in a position actively to support the action taken by the Conference on November 7.

Miss Mary Anderson, director of the Women's Bureau, explained in her opening address to the conference that Congress has appropriated during recent months 75 million dollars to be used for the vocational training of workers who are or will be employed in establishments producing defense materials for the Government. She commended the farsighted action of the Congress in thus providing for training that will enable the workers of America to produce more effectively the goods which the Nation needs in this emergency and that will increase workers' permanent skills and their earning capacity. The great concern of the Women's Bureau, explained Miss Anderson, is that women as well as men shall have opportunity to secure the full benefits of the vocational training that is being provided by the Government out of public funds.

During the war of 1914-18, many thousands of women worked with remarkable skill and success in munition plants and other war industries. Today there is no shortage of labor, due to the great numbers of workers who have remained unemployed since the depression. Because of this fact there has been little demand as yet for the employment of women on work usually done by men. However, as the defense program expands and the Selective Service Act becomes fully operative a shortage of men in industry may be expected. Women should be ~~trained~~ now to fill the positions which almost certainly they will be required to fill in the near future. Women, like men, must work in order to support themselves and their dependents; women, like men, have been and still are the victims of unemployment. The two sexes should be given equal opportunity to secure the training that will equip them to hold, now or later, any job in which their services may be of value to the Nation.

Miss Anderson read a letter addressed by her to Dr. John W. Studebaker, Commissioner of Education, in which she had asked Dr. Studebaker to recommend to the public trade schools offering training for defense production that women wishing to take such training be given the same opportunities to do so as are given to men. Dr. Studebaker's reply, also read by Miss Anderson, stated that her letter had been referred to the Trade and Industrial Education Service under which the training programs for industries essential to the National Defense have been operated in connection with the State Boards of Vocational Education. He called attention to the fact that "the law under which the Office of Education has been operating the Defense Training Program makes no mention of sex," that "women and young girls are eligible for training on the same terms as men," and that "as soon as employers show an inclination to use women, training will be offered them."

Miss Anderson then introduced Miss Ethel Erickson, member of the staff of the Women's Bureau, who in recent weeks had visited 40 plants in eastern and middlewestern States to discover what part women are taking in defense production, the kinds of work they are actually doing, and the jobs and skills for which they may be adapted.

Miss Erickson stated that she had found women working at almost every conceivable process in aircraft manufacture, in plants making machine tools, fabricating metals, making electrical goods, and pressed goods, though most of such work requires a considerable degree of skill. Miss Erickson is convinced that large numbers of women could do not only the work that she found women doing in the plants she visited, but other and more highly skilled work, if given the opportunity for training in subjects related to their jobs, such as mechanical drawing and blueprint reading, the use of measuring gauges, the differences in the hardness of metals, and the use of tools for cutting metals. It is not only skill and dexterity that are needed, but related knowledge that will make possible women's advancement to more technical work if a shortage of men develops.

The plan for training labor within industry was described to the Conference by Mr. Channing R. Dooley, who has been loaned to the Government by the Socony Vacuum Oil Company to direct the Training-Within-Industry Section of the Advisory Commission to the Council on National Defense. Mr. Dooley explained the very interesting and important program of his section, but admitted that thus far no consideration had been given to the special question of training of women. The training-within-industry program is concerned with what Mr. Dooley called upgrading: That is, workers on the job are given intensive training for specific processes, those who show unusual aptitude are selected for training for jobs requiring still greater skill, and

this process continues until the workers with the greatest ability have been developed into all-round mechanics. Mr. Dooley's section has been serving as a clearing house for information concerning in-service training courses. Plans that have been found successful in some establishments have been written up and reported to concerns seeking information about such programs. Eventually 22 district offices will be set up in the industrial centers of the United States. Experts in the field of in-service training - and it is estimated that only about 200 people in the United States have had successful experience in this field - will be asked to volunteer their services. Through the district offices they will serve as consultants to employers in their areas who are interested in developing training courses for workers on the job.

A short talk on the training being given to girls under the National Youth Administration was given by Miss Greta Franke and Mrs. Charley Tidd Coles described the work of the W.P.A. The principal address of the afternoon was made by Dr. John C. Wright, assistant commissioner for Vocational Education, U. S. Office of Education, who spoke on the general subject of Vocational Training for National Defense. He said that during the summer of 1940 the Congress authorized the Vocational Division of the Office of Education to train workers for defense industries and appropriated $15,000,000 to pay for the cost of instruction under this program. The Advisory Commission to the Council on National Defense was created about the same time, and Mr. Sidney Hillman was appointed Commissioner of Labor on that Commission. One function of Mr. Hillman's division is to advise the Vocational Division of the Office of Education concerning the industries that are considered essential to the national defense, and the number of people who should be trained in order that these industries shall be supplied adequately with skilled workers.

The law specifies that all trainees shall be selected from registers of the public employment offices or from workers already employed. As the purpose of the training program is to prepare as rapidly as possible skilled workers to fill positions in the defense industries, the employment offices select from their registers first those workers who have had some experience in the kind of work for which the training is to be given. Thus far there have been plenty of men available for the training that has been offered. Practically no women have been enrolled in the 600 courses that have been organized under the defense training program; in fact, Dr. Wright reported that on November 7 only 10 women were enrolled, and in only 5 of the 600 courses, but he predicted that as the supply of men decreases women gradually will be certified for training. He suggested that in anticipation of such demand the Women's Bureau should prepare a list of the occupations for which women are fitted and for which training courses should be organized. He was told by Miss Bertha Nienburg, assistant director of the Women's Bureau, that such a list had been prepared.

Following these reports by representatives of the Government's defense program, which showed conclusively that thus far no provision has been made for the training of women for defense jobs in industry, the delegates to the conference voiced insistent demands that women be trained, and trained now, for the work that all speakers conceded they would soon be called on to do. The delegates were of the opinion that the present plan of waiting until a shortage of man-power develops before training women to fill the jobs for which they will be required is shortsighted and wasteful. More than once the observation was made that women as well as men pay the taxes from which the defense vocational program is being financed and their needs should be adequately provided for in any national program that is being developed.

As a first step toward securing the fulfillment of the recommendations made by the conference, the delegates moved that a committee of the trade union members present be appointed by Miss Anderson to call upon Mr. Hillman and present to him the need for immediate training of women for defense production and to ask that proper provision for such training be made.

Action taken by the conference included the following:

1. Endorsement of a list of occupations submitted by the Women's Bureau, as an initial list of types of work in defense industries for which women, as well as men, should receive training.

2. In order that women's training for and employment in these and other occupations may become actualities, and that standards for the employment of women may be observed in defense industries, it was agreed that the President of the United States be requested by the organizations represented at the conference to allocate defense funds to the Women's Bureau to carry out such defense functions.

3. It was agreed that a committee of trade union women present be appointed to call on Mr. Hillman, Advisory Committee on National Defense, and discuss with him the need for women's training and for the appointment of a woman on the Defense Council staff to be responsible for the participation of women in the emergency program.

4. Endorsement of an amended list of occupations submitted by the Women's Bureau as an initial list of service occupations for which women shall receive training.

5. Agreement that the U.S. Board of Vocational Education be asked to employ the same proportion of women field representatives on its paid staff as there are women among wage earners, that is, in the proportion of one woman to four men.

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November 7, 1940

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU

A. WOMEN'S VOCATIONAL TRAINING NEEDS IN THE DEFENSE INDUSTRIES

During recent months the Women's Bureau has made inquiry as to the employment and expanding possibilities of women's participation in the defense industries in occupations and skills for which they are especially adapted. Approximately 40 plants having defense contracts for products in which women could be employed were visited. These included aircraft plants making engines, instruments, parts, and assembling planes; machine tool manufacturers; factories fabricating iron, steel, brass and aluminum products; plants making electrical products, ammunition and firearms, rubber products and gas masks. All but a few of these had women employed and as the momentum of the defense program gets underway and reaches its full capacity and as the backlog of unemployed men decreases, the need for and the advantages of employing women will be markedly increased.

General skills needed by women in the defense industries

The aircraft, machine tool, instrument, electrical and metal fabricating industries have a considerable number of relatively light operations for which women are adapted which require skills such as the ability to interpret blueprints, the reading of scales, micrometers, calipers, a knowledge of metals and their hardness, the speeds and feeds of cutting tools and a familiarity with shop mathematics as related background information applicable to jobs such as machine operators, inspectors and assemblers.

Machine operators

Expanding industries report a shortage of operators for machines and since women are successfully operating milling machines, single, multiple and radial drills, light lathes and chucking machines, boring, reaming, tapping, threading, grinding, buffing machines and punch presses, they should be offered trade school and shop training in machine operator courses. If women are to be really effective and advance their skill and usefulness on such operations, a knowledge of the setting up and

operating principles of the basic production machines should be a part of the training offered them in vocational schools. Also, plans should be made to include them in the "training within industry" and "brush up" courses which are being offered.

Assemblers and bench workers

The occupational field for bench workers and assemblers is large in most of the defense industries concerned with metal parts. Many assembly operations are light, finger dexterity and ability to concentrate on small repetitive details being desired qualifications. The assembly of the many types of instruments used by airplanes and the small electric motors are typical examples. Assembly and bench work often requires such occupational skills as burring, filing, operating arbor and rivet presses, spot welding, soldering, cleaning with compressed air, use of mechanical screw drivers and hand tools. Women have been reported as especially efficient on soldering and spot welding. For this type of work as well as for machine operating women's development of skill would be benefited by shop training in the listed skills and by related instruction in shop mathematics and blueprints.

Inspectors

The proportion of inspectors is high in all defense industries as Government standards are based on slight error tolerances. Some inspection requires only visual checking to cull out defective parts and irregularities but much of the work in the aircraft, automotive, machine tool, instrument, safety devices and ammunition industries involves checking requiring the use of precision gauges, scales, reading of blueprints, mechanical drawings, calibrating, inspection meters and indicators.

Welding

Women are employed at present to only a limited extent as acetylene and electric welders, but when employed their production and skill has been commended. Since the defense industries have many openings for welders, if girls were trained as welders for light work they would be useful to industry and would possess a skill which has placement opportunities.

Sheet metal work

In the manufacture of the fuselage and wing construction of airplanes, there are reported to be thousands of small light parts of duralumin which are formed with the aid of templates. Boys are being trained for this work, and girls too should be afforded opportunities to prepare for work of this kind.

Armature, stator and coil winding

Women have been employed extensively for many years in the electrical industries on armature, stator and coil winding operations. As these industries expand, women will be required to fill the new jobs and their training for this work should be considered.

Optical grinders, polishers and operatives

Firms engaged in the production of optical instruments and equipment have large contracts. The blocking, grinding, polishing, cementing and inspection of lenses were occupations for which women were trained and placed during the World War. In the centers for this industry, women should be afforded training for the skills needed for optical goods production.

Other training plans

The preceding are some of the selected occupations and skills for which women should be trained to share in the defense program. Many other occupations and needs for women will develop. The expansion and opening of new arsenals and divisions of ordnance departments of the Government throughout the country will require a large number of women on munitions and other military-navy supplies and the training needs for these must be planned.

In the needle trade, textile and rubber industries in which women have been important numerically for many decades, employment is increasing. Since there has been widespread unemployment in these fields, each community should have an awareness of its own need for refresher courses and be ready for the time when training programs for new workers should be launched. Power sewing machine operators for factories other than clothing such as bedding, tarpaulins, tents, gas masks and others are in demand and the needs of these must be considered.

B. PRODUCTION AIDES FOR FACTORY PLANNING AND ADMINISTRATION

With the increasing volume of work, opportunities for production aides as factory clerks develop. Stenographic and bookkeeping training are not needed for such jobs but a knowledge of factory procedures, terminology as to factory jobs, tools, machines, and processes, blueprint specifications, routing of orders, production forms, and so forth should be considered in the training of women clerks.

Tool room attendants

Women are occasionally used as tool crib clerks and attendants. For such work a knowledge of types and names of tools and of systems of keeping records of the issuing, condition and supply of tools on hand is necessary. Grinding and cleaning of tools is usually done in the tool room but women could be trained for this field.

Drafting and mechanical drawing

Draftsmen and drafting room assistants are in demand in many industries. Training for this field requires a longer training program than for most of the occupations considered for women. Women have demonstrated their ability as tracers and general assistants in this field and training courses should be open to them for future needs.

C. WOMEN'S VOCATIONAL TRAINING NEEDS IN THE DEFENSE SERVICES (Other than professional)

I. Health Services

The assembling of large masses of persons in camps, the crowding of persons into defense production centers, the operation of many new factories in undeveloped communities, increase the need for women's service in the care of the sick and in the maintenance of health. As trained nurses are called into the Army and Navy services in larger numbers, the civilian population needs, as well as the Army and Navy hospitals, require the preparation of qualified individuals to assist with the care of the sick when the skill of a registered nurse is not necessary or necessary only for supervision.

1. Ward Helpers in Hospitals

   Women assigned to the nursing department of a hospital, who perform routine duties in hospital wards, including simple procedures concerned with the personal care of patients and with housekeeping functions.

2. Nursing Aides in Homes

   Women assigned to care for mildly ill, chronic, convalescent, handicapped or aged persons who do not require a registered nurse, and to care for children and the household when the responsible head is ill.

3. Physiotherapy Aides

4. Laboratory Assistants

   Women assisting laboratory technicians in routine laboratory work.

5. Health Clinic Assistants

   Women assisting trained nurses and doctors in health clinics to prevent development of epidemics.

6. Occupational Therapeutists

   This work was of vital importance after the World War in restoring normal use to injured parts of the body and may be of increased value again.

7. Dental Assistants

   As the demand for dentists is increased by the Army and Navy needs, some part of their duties can be carried by women trained to expedite the work of the Dentists.

II. Food Preparation and Servicing

The building of Government arsenals in undeveloped communities, the use of guest houses adjacent to army camp service clubs, the increase of hospital services, and the expansion of defense plants, call for an expansion of cafeteria food preparation and servicing in these areas. Better public food preparation, everywhere, has resulted from the entrance of women into this field; every community should provide vocational training of women in commercial food preparation and servicing.

III. Public Housekeeping

While the increased need of public housing is not so extensive as the need for public food services, new communities will require some of this type of housekeeping service.

IV. Radio Receiving and Transmission

The increased use of the radio in the carrying out of military maneuvers, as well as in civilian activities, warrants training of women in this field. Ground service attendance in dispatching airplanes may be a new field for women as men go into the national air service.

V. Photography

The increased use of the motion picture camera in military maneuvers, as well as in civilian activities, warrants training of women in photography.

VI. Automobile Mechanics

In serving back of the lines in Red Cross ambulance work, women need to know not only how to operate but also how to repair their cars.

WOMEN IN DEFENSE: MATERIAL FOR DISTRIBUTION BY WOMEN'S BUREAU
November 1940 .

I. STANDARDS

1. Special Bulletin 1, Effective Industrial Use of Women in the Defense Program

2. Mimeo: Experience as to Standards for Women's Work in Periods of Rapid Increase in Production (Oct.1939). (This summarizes the British and American experience 1914-18, showing need for maintaining standards; efforts in the United States to break down legal standards; statements of officials and organizations designed to maintain standards.)

II. PROCESSES

1. Mimeo: Processes on Which Women are Now at Work in Defense Industries (October 1940). (This summarizes types of jobs done by women in airplane factories; plants making instruments; electrical products plants; machine tool factories; gun and ammunition plants; and other metal and electrical supply manufacturing processes.

2. Mimeo: Women's ~~Technical~~ Vocational Training Needs in the Defense Industries (November 7, 1940). (This gives additional lists of occupations performed by women.)

3. Mimeo: Increase in Woman Employment 1914-18 and Occupations of Women in Defense Industries (November 1940). (This gives an additional longer supplementary list of occupations performed by women 1914-18. The major part of this material is taken from Women's Bureau Bul.12, but other sources also are used.)

III. AVAILABILITY

1. Mimeo: Women Available for Defense Work. (Mimeograph under this title prepared October 1940 includes information as to women on Employment Service Rolls and women on W.P.A. projects.

IV. TRAINING

1. Mimeo: Women's Vocational Training Needs in Defense Industries (November 7, 1940). (Mimeograph under this title includes training needs in industrial processes: For new clerical needs, p.5; for defense services, page 6-7).

V. INCREASE IN NUMBERS OF WOMEN EMPLOYED IN DEFENSE INDUSTRIES

1. Mimeo: Increase in Woman Employment 1914-18, and so forth. (This summarizes from Women's Bureau Bul.12 the experience of 1914-18 as to the great increase in factory employment of women.

FEDERAL SECURITY AGENCY

U. S. OFFICE OF EDUCATION

WASHINGTON

WOMEN'S BUREAU
NOV 1 1940
DEPARTMENT OF LABOR

October 29, 1940

Miss Mary Anderson
Director, Women's Bureau
U. S. Department of Labor
Washington, D. C.

Dear Miss Anderson:

Permit me to thank you for your letter of October 8, suggesting types of vocational training for women which will prepare them to be useful in defense industries. Your suggestions have been referred to the Trade and Industrial Education Service under which the program of training for industries essential to the national defense has been operated in cooperation with the State Boards for Vocational Education.

The law under which the Office of Education has been operating the defense training program makes no mention of sex. Women and girls are eligible for training on the same terms as men. Training is offered in pre-employment refresher courses and in supplementary courses. Some women are receiving training in several of the fields you mention: Blueprint reading, drafting, electrical and small machine work, and some welding. In localities where employers habitually use women in industries now designated as defense industries, a limited amount of such training is in progress. As soon as employers show an inclination to use women, training will be offered them. Until the number of unemployed men is reduced, this demand on the part of employers may not be large, or general.

The expanded program of training of defense workers which is being developed under the Act approved October 9, 1940, will offer increased opportunities for establishing training courses to meet the needs of women in the defense program.

The later Act provides that no trainee under the appropriations of the Act shall be discriminated against because of sex, race, or color.

If you would care to come to my office to explore with me and some of my staff the possibilities for action along the lines you have suggested, I will be glad to arrange such a conference.

Cordially yours,

J. W. Studebaker

Commissioner

October 8, 1940

Dr. John W. Studebaker, Commissioner
United States Office of Education
Federal Security Agency, Interior Building
Washington, D. C.

My dear Dr. Studebaker:

I have received a great many letters asking what women can do to be trained for work in the defense program. I usually suggest in reply that they register at the nearest Public Employment Office and then apply through the Vocational Education Service for the same training that men and boys are getting.

I realize that women and girls are now getting training for the traditional women's jobs such as domestic science, dressmaking, and commercial courses, but during the last war women did all kinds of work in the defense industries, along with men, and demonstrated their ability creditably as machine operators inspectors, and other operatives. With training women were able to work with blueprints and follow graphic instructions on the same basis as men on similar jobs. On some work, especially those with small parts, even more was accomplished by women because of their finger dexterity and quickness of motion. Studies of women's work in the World War proved their ability to operate machines such as drill presses, milling machines and many others.

The training that you are offering in vocational schools is such that it could be given with some adjustments to women. Courses in blueprint interpretation, the use of gauges and scales, shop mathematics, principles of mechanical drawing and machine shop practice will undoubtedly be as useful to many women in securing employment and helping in the emergency as to men. I trust, therefore, that you will see your way clear, if you have not already done so, to issue a recommendation to public trade schools offering industrial courses for defense production, that women who wish to take training be given consideration and allowed the same opportunities as men.

The Women's Bureau will be very glad to work with you on plans for women's defense training.

Sincerely yours,

MA:IS

Mary Anderson, Director.

Work for Women in Overhaul

(Airplanes)

1. Stripping old fabric from fabric covered airfoils preparatory to overhaul.
2. Fabric and upholstery work.
3. Cleaning and stripping of paint from hulls, fuselage and metal parts. (Recommended for colored women, especially vigorous physique). Work done now by colored laborers.
4. Limited amount of hand painting, not requiring special skill.
5. Hand brush doping of fabric-covered airfoils. (High temperature working conditions would permit use of women of excellent physique only.)
6. Electrical bonding of aircraft.
7. Specially qualified women on minor instrument repair.
8. Application of radium paint to instrument dials.
9. Overhaul of spark plugs.
10. Progressing and moving of parts between shops.
11. Shop storerooms - issuing, receiving and stocking supplies; clerical work in connection therewith.
12. Typists and clerks.

WOMEN'S BUREAU
U.S.Department of Labor
Washington

TRAINING OF WOMEN FOR DEFENSE WORK

It has long been the custom in industrial plants for training to be done on the job.

In the plants visited by the Women's Bureau this system of training on the job was found, and men as well as women were given some training on jobs on which they were working.

While such training existed in most plants, this investigation did not go into detail as to its extent and method.

Some employers stated that they felt preliminary training for women in the reading of blueprints, in shop practice, and in shop routine would be of great assistance in connection with the additional training on the job.

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ADVISORY COMMISSION TO THE COUNCIL OF NATIONAL DEFENSE

Division of State and Local Cooperation

State Defense Councils or State Emergency Defense Agencies
as of October 21, 1940

State	Name of Organization
Arizona	Colonel Power Conway, Chairman State Council of Defense Arizona Club Phoenix, Arizona
Arkansas	Mr. James H. Penick, Chairman Arkansas Defense Committee Little Rock, Arkansas
California	Dr. Samuel C. May, Executive Vice-Chairman California State Council of Defense 2121 Allston Way Berkeley, California
Connecticut	Gen. S. H. Wadhams, Chairman Connecticut Council for National Defense Room 217, State Office Building Hartford, Connecticut
Delaware District of Columbia	Mr. Gerrish Gassaway, Exec. Vice-Chairman State Council for National Defense Mullin Bldg. Wilmington, Delaware
Georgia	Mr. Charles A. Collier, Chairman Georgia Committee for National Defense 75 Marietta St. Atlanta, Georgia
	Colonel Ryburn G. Clay State Commander of the (Military) State Defense Corps Atlanta, Georgia
Indiana	Mr. Tris Coffin, Secretary Governor's Emergency Defense Council State Capitol Indianapolis, Indiana
Iowa	Mr. Dale L. Maffitt, Chairman Iowa Industrial Resources and Defense Council c/o Des Moines Water Works, Des Moines, Iowa
Kansas	Mr. Lou Richter Kansas Council of Defense State House Topeka, Kansas

State	Name of Organization
Louisiana	Mr. L. Kemper Williams, Chairman National Defense Council of Louisiana Whitney Building New Orleans, Louisiana
Maine	Mr. C. S. Robinson, Coordinator Military Defense Commission State House Augusta, Maine
Maryland	Mr. Isaac S. George, Executive Director Maryland Council of Defense and Resources 1006 Union Trust Building Baltimore, Maryland
Massachusetts	Hon. Channing H. Cox, Chairman Massachusetts Committee on Public Safety State House Boston, Massachusetts
Michigan	Mr. Wilber ~~H.~~ M. Brucker, Administrator Michigan National Defense Council 2864 Penobscot Building Detroit, Michigan
Minnesota	Mr. E. L. Olrich State Defense Coordinator Room 265, State Capitol St. Paul, Minnesota
Missouri	Mr. Thos. N. Dysart, Chairman State Industrial Commission 511 Locust Street St. Louis, Missouri
Nevada	Governor E. P. Carville State Defense Committee Carson City, Nevada
New Hampshire	Mr. Harry J. Kelley, Chairman State Defense Committee on Industrial Cooperation Laconia, New Hampshire
New Jersey	Mr. Audley H. F. Stephan, Chairman The New Jersey Defense Council Room 1406, Trenton Trust Co. Bldg. Trenton, New Jersey
New Mexico	**Lt. Col. Harwood P. Saunders Exec. Vice-Chairman New Mexico State Council of National Defense C/o New Mexico Military Institute Roswell, New Mexico**

State	Name of Organization
New York	Lieut. Governor Charles Poletti, Coordinator State Council of National Defense State Capitol Albany, New York
North Carolina	Mr. J. T. Anderson, Industrial Engineer Dept. of Conservation and Development Raleigh, North Carolina (State Coordinator) Adj. Gen. J. Van B. Metts, Raleigh, North Carolina - (Military or Civic Activities)
Oklahoma Rhode Island	**Mr. Burleigh Cheney** **Executive Vice-Chairman** **State Council of Defense** **State House** **Providence, Rhode Island**
South Carolina	ctor National Defense New State Office Bldg. Columbia, South Carolina
South Dakota	Colonel E. A. Beckwith The Adjutant General Pierre, South Dakota
Tennessee	Major General Lytle Brown, Chairman Tennessee State Advisory Committee on Preparedness 403 New State Office Bldg. Nashville, Tennessee
Texas	Hon. W. Lee O'Daniel, Governor's National Defense Committee Austin, Texas Mr. Robert J. Smith, Chairman National Defense Aviation Board for Texas Dallas, Texas
Vermont	Mr. Albert M. Cree, Executive Vice Chairman Vermont State Council of Defense P. O. Box 191 Rutland, Vermont
Virginia	Dr. Douglas S. Freeman, Chairman The Virginia Defense Council Richmond, Virginia
Washington	General Maurice Thompson, Coordinator Washington State Defense Council Camp Murray, Washington
Wisconsin	Mr. R. S. Kingsley, Chairman Wisconsin Council of National Defense Kenosha, Wisconsin

Defense - Ger
Training
WWII

July 3, 1940

Mrs. Henry Goddard Leach
National Youth Administration
2145 C Street N. W.
Washington, D. C.

My dear Mrs. Leach:

Thank you so much for sending me the report of the committee meeting of the National Youth Administration in regard to training of young women.

We in the Women's Bureau are very anxious that in the NYA and through the vocational education schools girls, and women from the WPA, are given the same training that the young men will be getting. We find that women will be employed in the defense program in many of the machine shops. Some women are employed there now. The work they excel in is inspection and precision work as well as in other occupations calling for accuracy and the handling of small parts. Women are employed in some of the airplane factories covering the wings with cloth and they can do the dopeing and other types of varnishing. They can be trained to read blueprints, and for many other occupations within defense industries.

The women should have a chance at the underlying instruction essential for advancement in the metal and chemical industries. I realize, of course, that training for the actual job has to be done on the job, but much can be given as a background for all of these jobs.

I want to enlist your committee in helping us to put through effective vocational training for women. We had a conference yesterday with Dr. Reeves. Of course the policy is to train the women as well as the men, but I am very dubious whether that policy will reach the different schools throughout the country. Then, too, I think women should register for training for these defense jobs and the NYA and WPA with local facilities should interest women and aid them in such enlistment.

With all best wishes to you,

Sincerely yours,

Mary Anderson, Director.

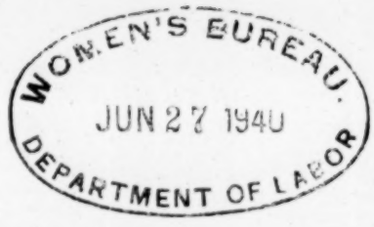
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FEDERAL SECURITY AGENCY

NATIONAL YOUTH ADMINISTRATION

2145 C STREET NW., WASHINGTON, D. C.

June 25, 1940



Miss Mary Anderson, Director
Women's Bureau
U. S. Department of Labor
528 - 17th Street, NW
Washington, D. C.

My dear Miss Anderson:

On June 3, the following members of the continuing committee of the NYA Conference to discuss the problems of unemployed young women met in New York City: Mrs. Henry Goddard Leach, Mrs. Henry Morgenthau, Jr., Mrs. Eleanor Copenhaver Anderson, Mrs. Joseph M. Patterson, Mrs. George Backer, Miss Bess Bloodworth, Miss Charlotte Carr, and Mrs. George T. Scott.

At this meeting the enclosed findings of the February Conference were approved. I am enclosing them for your information.

The continuing committee discussed these additional questions:

It was recognized that the field of household work offers employment possibilities for many young women, but that wage standards, hours of work, and general employment conditions often prevent young women from entering this field. The committee appointed a sub-committee to consider ways and means of presenting to the public the drawbacks and the potentialities in this type of work. Mrs. George T. Scott and Mrs. Joseph M. Patterson were appointed on this sub-committee.

The possibilities for the extension of training of young women as a necessary part of the National Defense Program were discussed. The general feeling was that a great deal more could be done to train women in power machine operations and in auxiliary services such as hospital and institutional aides, in extension of health programs of all kinds, training in retail selling, training in machine operations (comptometers, etc.).

The Committee passed a unanimous resolution that sufficient money be made available within the NYA Program to provide for an adequate health program for NYA youth; that physical examinations should be given to all NYA youth employees and reparative attention where necessary.

The consensus of opinion was that any progress in the extension of a health program to the youth of the nation would constitute a most vital contribution at this time.

Miss Bess Bloodworth consented to be a consultant in the formation of a program for the training of NYA girls in the field of retail selling. It was suggested that an outline be prepared which would be used as background material in this field. The chain store group might be interested in promoting such a training program locally.

The Committee was of the opinion that consumer education was equally important as training in production work. In this connection it was recommended that Dr. Harriet Elliott be conferred with regarding the possibility of developing a program of consumer education for young women employed under the NYA.

I would appreciate your comments and suggestions on any of these important questions.

Very truly yours,

Alves Leach

Mrs. Henry Goddard Leach

Enclosure

FINDINGS OF THE NYA CONFERENCE TO DISCUSS THE PROBLEMS OF UNEMPLOYED YOUNG WOMEN

The conference recognizes the fact that an unprecedented situation exists in that there are approximately 4,000,000 unemployed, out-of-school young people between the ages of 15 and 24 of whom at least one and one-half million are young women, and that this group constitutes at least one-third of the total unemployment in this country.

In view of this situation the conference believes or suggests

(a) That the responsibility of meeting this situation must be shared by private enterprise, the labor movement, the local community, and the government at all levels.

(b) That constructive steps must be taken (1) to make the country as a whole aware of the seriousness of the problem, (2) to find immediately jobs for as many as possible without undermining labor standards - that this be done through existing markets and through the exploration of possible new markets while at the same time moving toward a plan which may afford some stability in the employment of young persons as they leave schools and colleges.

(c) That through the National Youth Administration supervisors in local and resident projects an attempt be made to give these young persons and their families an understanding of the situation in which they find themselves through a study of social and economic problems.

(d) That educational agencies including privately supported youth serving agencies be commended for the study now being given to the ways in which the schools may be adjusted to meet more adequately the varied educational needs of present day youth and we urge increased recognition of their responsibility to provide unemployed, out-of-school youth with an educational program for citizenship in a democracy and to supplement through an adequate educational program the part-time employment furnished either by private enterprise or by the Federal Government.

(e) That the types of work experience, training and education of the 4,000,000 unemployed, out-of-school young people merit special study and consideration by public and private groups and special attention should be given to the problems of the million and a half young women in order to develop and inaugurate programs, projects and training which are related to their interests and which recognize the need for security of the young American woman as well as for the young American man in the educational, employment and family structure of the nation.

(f) That government programs for meeting the urgent needs of unemployed young men and women at the present time reach only a small proportion of those who could utilize and profit by their services; to meet this need adequately government programs would have to be expanded.

THE ADVISORY COMMISSION TO THE COUNCIL OF NATIONAL DEFENSE

FEDERAL RESERVE BUILDING

WASHINGTON, D. C.

WOMEN'S BUREAU.
JUN 18 1940
DEPARTMENT OF LABOR

June 17, 1940.

Miss Mary Anderson, Director,
Women's Bureau,
U. S. Department of Labor,
Washington, D. C.

Dear Miss Anderson:

Thank you for your letter of June 10th with its offer of cooperation on the part of the Women's Bureau.

As the Defense Program develops, the part played by women workers will, of course, be of great importance, and I am very glad to learn of your Committee advising on conditions of women's work.

As you will readily understand, the plans for this office are still in a very formative stage. In the near future, when I have gone far enough with these preliminary plans to have a basis for discussion, I shall take advantage of your offer to confer on them. I shall, of course, have to rely for guidance upon the wisdom of those like yourself, who have been working so long and so valiently in the Field.

Very cordially yours,

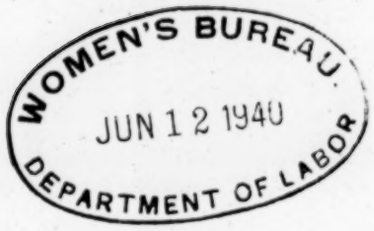
Harriet Elliott

HARRIET ELLIOTT
Member, Advisory Commission
Council of National Defense

THE ADVISORY COMMISSION TO THE COUNCIL OF NATIONAL DEFENSE

FEDERAL RESERVE BUILDING

WASHINGTON, D. C.



June 10, 1940.

Miss Mary Anderson, Director,
Women's Bureau,
Department of Labor,
Washington, D. C.

Dear Miss Anderson:

Since you were unable to attend the conference with Miss Harriet Elliott on Saturday, June 8th, I am sending you a copy of the notes from which she made her remarks.

Sincerely yours,

Caroline F. Ware

CAROLINE F. WARE
Assistant to Miss Harriet Elliott

Attachment

Not for release

June 8, 1940.

NOTES FOR STATEMENT BY MISS HARRIET ELLIOTT

AT CONFERENCE WITH REPRESENTATIVES OF GOVERNMENT AGENCIES

General Statement:

Purpose of this meeting to get acquainted and for you to know something about the way in which I interpret the responsibilities which the President has called upon me to assume in this emergency.

Appreciate your willingness to give your time to this general meeting.

You are familiar with the President's announcement of a consumer adviser on the Defense Commission.

You appreciate more than any other group the significance of the fact that the President, when he created the Defense Commission, thought at once in terms of safe-guarding the standard of living of all the people. He made the human element equally important with guns, tanks, airplanes and battleships.

It is not necessary to expand this statement to this group.

Obvious responsibilities of this office in cooperation with your agencies:

1. Maintain minimum standards of living and improve standards where they are too low. Every effort should be made not only to protect existing standards, but also to try to improve standards where they are too low. There are existing agencies of government working on these problems from many different angles. This office will be closely associated with these agencies.

2. National Defense Program increases the need for keeping all people physically fit for the tasks which they may be called upon to face.

Hungry people, ill people, are a liability, not an asset, in a defense program. The President is thinking in terms of a unified nation, of a people mentally, and physically prepared to meet the responsibilities which

the impact of the world crisis forces upon us. Reduced standards of living will result in reduced national effectiveness.

The President gave the consumer adviser a general suggestion on how he expected this office to function at present:

1. Watch price trends in specific consumer goods. Our immediate function.

   To protect standards of living, we must start with prices.

   a. Know what is happening.

   b. Know what it means to the consumer.

      What is it buying for him in quantity and quality?

   c. Is the change in price sound in terms of the whole economy?

2. Be prepared for action if and when a tendency to sky-rocket prices develops in any field.

   a. By publicity to the public.

   b. By investigation by proper authorities.

   c. By legal enforcement procedures of appropriate agencies.

   d. By other available means, such as seeking to develop additional supplies.

      When action is required, it will be taken by existing agencies qualified and legally responsible for this work.

First Step:

Through your reports, we will know what is happening. Our first responsibility is to tell the people of this country the facts. We will depend upon the good judgment and common sense of the people to assist in creating an immediate public opinion which will tend to control the situation. Every effort will be made to meet these situations when they arise.

We are in a better position today - 1940 - than we were in 1917. We start with a relatively stable cost of living, rather than one which is rapidly rising as it was in 1917. We start with some unused man power and surplus commodities - with unused plant facilities in some fields.

We have a better national attitude to assist us. There is evidence in every section of the country of a willingness to help keep the country on a stabilized basis. All of this combines to make, for the moment, a less critical situation if we use our available information and ingenuity in an intelligent way.

Sources of Information:

The President assured me that this office could count upon you for necessary information and technical assistance. In other words, he might have said: "On this front, we are prepared for this emergency." The President assured me that this office would receive your complete cooperation. In a few days, I have had ample proof that this is to be the case.

Situation at Present:

> At present, the shelves are well supplied with consumer goods. Replacement must be adequate and at reasonable prices.
>
> Problems may develop if particular sources of supplies are absorbed by defense needs in other fields.

This brief review is a summary of the President's statement to me. The statement is brief, but when we begin to follow through its implications, we see that it may lead us out into many different problems and responsibilities. If this emergency continues, there are many areas which, in some way or other, our work may touch. The agencies for which you are responsible are working in many, but certainly not all, of those possible areas.

Conclusion:

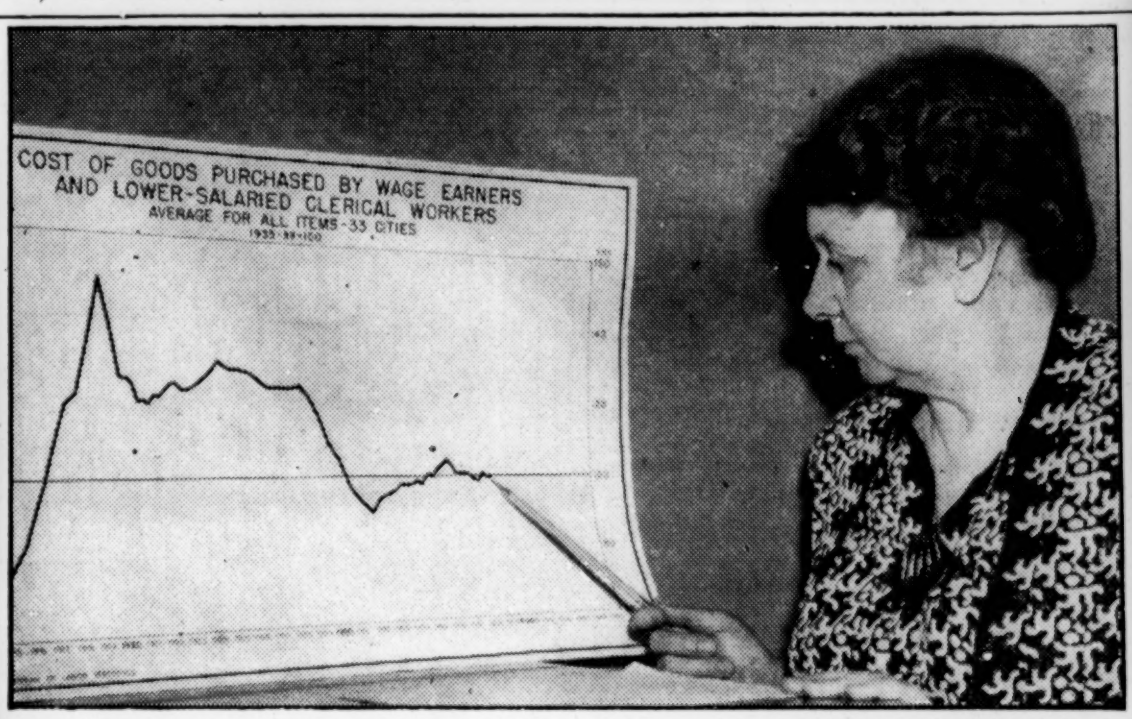
Is consumer protection an impossible task in a national emergency? Some people are saying it is. We might agree if we were thinking of an all inclusive program covering every detail of consumer needs. There were problems before this emergency began and there will be problems when it is over. Your agencies have been working on these problems in the past. They will be working on these problems in the future.

No one knows what a day will bring forth, but with your expert assistance, we hope that we may carry out the President's mandate in an effective way, and that we shall succeed in upholding and improving standards of living. While we are carrying out our immediate task of watching prices, we must be laying plans to meet emergencies which may develop. May I add that I hope we will choose ways to meet the consumer needs in the emergency which, in the end, will have enduring as well as temporary value, and will assist you in the future in your constructive work.

Sunday Star

Financial News
Resorts and Tr

TON, D. C., JUNE 9, 1940. *



WAR DEFENSE WORKER—Miss Harriet Elliott, dean of women at the University of North Carolina, arrived yesterday to take up duties as a member of the National Defense Commission. —A. P. Photo.

Defense Work Ends Aloofness Of Federal Reserve Building

Stream of Callers Swarms Into Structure As Arms Council Takes Offices There

A lusty war baby has turned the air conditioning atmosphere of the most peaceable building in the Capital into a slightly frenzied center for national defense.

Set far back from Constitution avenue, behind fountains and greensward, the new Federal Reserve Building has shed some of its marbeled aloofness as bewildered guards direct a stream of callers to the ever-expanding offices of the National Defense Commission.

Tier on tier above a classic center shaft, the walnut paneled offices are becoming crowded with brisk executives who talk in figures commensurate with the Nation's banker.

Hungry People a Liability.

Miss Harriet Elliott, consumer representative on the commission, arrived yesterday from the University of North Carolina where she is dean of women, and soon afterwards there trailed 50 men and women representing all agencies of Government dealing with consumer problems. At a conference held in the Federal Reserve Board's board room, she told them:

"Hungry people, ill people are a liability in a defense program. The President is thinking in terms of a unified Nation, of a people mentally and physically prepared to meet responsibilities which the impact of the world crisis forces upon us. Reduced standards of living will result in a reduced national effectiveness."

Miss Elliott, a veteran of the Women's National Council of Defense during the World War, declared she would depend on the reports of the various agencies so that "we will know what is happening."

"Our first responsibility is to tell the people of this country the facts when prices start upward," she said. "We will depend upon the good judgment and common sense of the people to assist in creating an immediate public opinion which will tend to control the situation."

The arrival of Miss Elliot brought new worries to the manager of the restaurant reserved for executives on the top floor. He wanted to know if it would be all right to admit a woman to that exclusive lunching section.

Stettinius Has Two Rooms.

Youthful, gray-haired Edward R. Stettinius, who wrestles with raw material problems, directs his efforts from a small, two-room suite, briskly but informally. At his desk by 8 a.m., he rarely leaves before 7 p.m., but by closing time he has seen several dozen callers, has assimilated a mass of statistics and examined the status of strategic materials which must be imported and stored.

Yesterday was typical. He organized his newly appointed staff of sub-executives, held long conferences with Army and Navy representatives from across the street and another with a delegation from the Procurement Division of the Treasury which has been purchasing the needed minerals with $25,000,000 appropriated by Congress. When he left late in the afternoon, long after Federal Reserve officials had turned homeward from golf courses, he had a comprehensive pic-

voice and can listen to a recitation of statistics with seeming relish. Production figures, capacities of plants, amount required are assimilated with speed that amazes his conferees. For the past two days he has been examining the status of munitions supplies for the Army and Navy, and methods for expanding the output which at the moment is about 400 per cent less than during the closing years of the World War. Mr. Knudsen generally arrives at his office while alarm clocks are summoning Government clerks and leaves long after they do for a quiet home life at the Mayflower Hotel.

Nearby are the offices of Ralph T. Budd, the transportation expert, and Sidney Hillman, the labor-employment chief who is expected to arrive Tuesday.

Chester Davis, caretaker of agriculture in the defense scheme, has probably the best appointed office, but he came here first—as a member of the Federal Reserve Board. Leon Henderson will do his price studying in his old offices at the Securities and Exchange Commission, several blocks away.

Probably the most depressed clerks in Washington at the moment are those working for the Defense Commission who will move across the street to less ornate quarters in the Army and Navy buildings this week.

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The former chairman of the United States Steel Corp., who at 40 has had vast experience in banking and governmental activities, has been alternating his home between the Shoreham Hotel and his estate, The Horseshoe, near Rapidan, Va. He is expected soon to lease a house closer to his office.

Around the corner is the office of William S. Knudsen—whose nickname, "The Great Dane," was adopted surreptitiously by employes. The president of General Motors is a former workmate of Mr. Stettinius who was vice president of General Motors for many years.

Knudsen Is Quiet.

Mr. Knudsen, director of production, gives orders in a very low

DEPARTMENT OF LABOR

Isabel—
This reports
President's Defence
Commission meeting

Miss A. says keep
it for present +
not send to files yet

No. 203
G P O 14—2930

WOMEN'S BUREAU
U.S.Department of Labor
Washington

June 10, 1940

Subject: Committee of representatives of various agencies called by Dr. Harriet Elliott, member of the President's Committee, in charge of conserving the interest of consumers.

Women's Bureau representative - Mary Elizabeth Pidgeon
Chief, Research Division

The meeting consisted of about 50 persons, among whom were: Dr. Hinrichs; Dr. Martha Eliot; Mr. Zimmer; Dr. Stuart Rice; Mr. Sefton; representatives of the Social Security Board; Mr. Howard Myers; a representative of the Bureau of the Budget; Dr. Louise Stanley; Mr. Alexander; Mr. Olds; and so forth.

Dr. Elliott stressed the fact that she was merely calling together this group to meet them and to discuss with them briefly the particular objects that the President had outlined to her. She would welcome questions and suggestions and would be glad to consult with any of them at any time. She did not as yet have a detailed blueprint of procedure, but her committee is expected not only to do present work but to be fully prepared for such needs as may arise.

Dr. Elliott stressed primarily the objective to maintain American standards of living all along the line, to consider human values as primary on the general basis that reduced living standards mean reduced efficiency in every way. As to the two points the President stressed to her, she mentioned the following:

1. Prices. The importance and the necessity of keeping a close watch on prices, and on what price changes are meaning to the consumer.

2. Action. Be fully prepared for action in case it should be found that prices are out of line. This action will first take the form of proper publicity through the proper channels. If it becomes necessary to take further action the next step will be investigation, always through the proper authorities. Possibly legal procedure may be necessary following this.

It is the intention in every way to work through existing agencies. There is to be no building up of new large organizations. We shall get information from you and then shall see that this gets to the public.

We are in a much better situation in 1940 to meet an emergency than was the case in 1917. The President stressed the fact that at the present time the "shelves are well filled." We have surplus commodities along some lines, we have surplus labor, and in some cases we have plant surplus. Costs have not advanced phenomenally in the last nine months. I believe that we have also better public opinion.

We shall count on you especially for necessary information and technical assistance.

We are definitely expected to plan ahead although we cannot block out all the minute details now.

The major objective is to improve and uphold the standard of living. What is done in emergency is to be done in such a way as to assist you in your future constructive work. We are not going to allow machinery to get in the way of the work to be done. The machinery is something to use and should not get in our way.

Next we will confer with individual agencies to get the best form of information we can get from you.

Publicity is in full charge of Mr. Horton. I shall ask you to hold this meeting as confidential. Please do not make announcements through the press as to methods of work.

Dr. Elliott then asked for any questions that should be in the minds of those present at the moment. There was much appreciation of her statement, and questions were not asked at this time. Many of those present spoke with her afterward assuring her of their assistance.

June 10, 1940

Dr. Harriet Elliott
President's Council of Defense
Federal Reserve Building
Washington, D. C.

My dear Dr. Elliott:

Following your conference on June 8th, the Women's Bureau will be pleased to cooperate with your plans in any way possible. At such time as you may need our cooperation, I shall be glad to confer with you, or to have Miss Pidgeon of my staff do so.

In your effort to maintain living standards, this Bureau would especially stress the importance of keeping up wage levels. Women in particular have suffered from low wage standards, and women may now be called upon to perform processes new to them.

Labor cost is a smaller part of total value of product than is generally realized, and even where considerable rises in wage levels have occurred in some industries this has meant only a very small proportional increase in production costs.

You will be interested to know that I have had a committee especially organized at this time, advising with me on conditions of women's work.

In case your work reaches a stage where field investigation is necessary, you are aware that the Women's Bureau staff includes personnel well experienced in this type of work.

Sincerely yours,

Mary Anderson, Director

MEP:ld

WOMEN'S BUREAU
U. S. Department of Labor

June 4, 1940

I. Standards for Women's Employment in Industries Operating Under Public or Private Contracts in the Defense Program

II. Proposed Provisions for Contracts, 1940

III. Training Women for New Occupations

IV. Provisions in Contracts of War Department 1918

V. Standards for Employment of Women, 1917
General Orders No. 13, Chief of Ordnance

VI. Standards, American Association of Labor Legislation, 1917

VII. Women's Bureau Bulletins

No. 87 - Sanitary Drinking Facilities
" 94 - State Requirements for Industrial Lighting
" 99 - The Installation and Maintenance of Toilet Facilities in Places of Employment
" 136 - The Health and Safety of Women in Industry
" 173 - Standards for Employment of Women in Industry
Folder 13 - List of Publications

U. S. Department of Labor
WOMEN'S BUREAU
Washington

CLAUSES TO BE INCLUDED IN CONTRACTS

LABOR STANDARDS

June 1940

1. Federal and State regulations as to hours of work, wages and plant conditions shall continue to be in effect.

   Note. The Public Contracts Act provides:

   (a) A minimum wage determined by the Secretary of Labor on the basis of the prevailing minimum.

   (b) No employment of boys under 16 or girls under 18.

   (c) A basic 8-hour day, 40-hour week.

   (d) Time and one-half times the basic hourly rate for hours over 40, if the Secretary of Labor should permit longer hours.

   (e) No performance in surroundings unsanitary or hazardous or dangerous to health and safety of employees. Applies to supplementary materials as well as those contracted for. Includes compliance with State regulations.

2. The standard of wages hitherto prevailing for men shall not be lowered where women are employed.

3. Adequate known precautions shall be provided against injury from unguarded machinery, explosive chemicals, or other harmful substances.

4. No work shall be given out by any manufacturer or contractor to be performed in homes.

   Note. This requirement is important both to the health of the users of equipment manufactured, and to standards of the industry.

5. Where standards for labor have not been established, the standards provided for in the Public Contracts Act shall apply.

6. Where women are employed, such additional standards shall be complied with as the Women's Bureau in the Department of Labor shall from time to time find necessary.

WOMEN'S BUREAU
U.S.Department of Labor
Washington

STANDARDS FOR LABOR MUST BE MAINTAINED

The need to maintain standards for labor cannot be too strongly emphasized.

The Department of Labor, above all others, must stand adamant against a breakdown of standards for labor.

The President of the United States has stated in no uncertain terms that the gains made in social legislation must not be destroyed. This applies forcefully to standards for labor.

Women workers are most severely affected by relaxed standards. The Women's Bureau was created to prevent the inefficiency of exploiting women workers in an emergency.

It is imperative for citizens to maintain level-headed attitudes. Excitement from unconfirmed rumors leads to excess which may tend to unnecessary relaxation of standards for labor.

1. <u>The United States has not reached an imperative stage of emergency</u>. There is no present threat of invasion. Of course, the forces that have continued to seek an undermining of standards in the United States are using present events as a further excuse.

   The steel industry is producing at only about 63 percent of capacity.

   Only on close threat of invasion has England, for example, ordered a maximum week in munition factories.

2. <u>Overlong hours do not increase production</u>, but rather reduce it in the long run. This is a matter of common knowledge, buttressed by scientific evidence and by years of accumulated experience.

   (For example, see attached mimeograph, page 11, showing <u>British and American experience in the last war</u>.)

   (An aviation specialist recently stated that Allied air pilots cannot stand flying for too long hours.)

   (The 8-hour day was found to be the "maximum of human efficiency" in German war industries. Slackening German industry led to a shortening of hours in the midst of war.)

3. Production has been greatly increased within shortened hours, by improvements in machinery. As a result of this, hours must be kept short to prevent greater unemployment.

   For example, in textiles production increased 25 percent from 1919 to 1939, but employment decreased 20 percent. In tire manufacture, production increased 39 percent, employment fell 30 percent, and so forth.

4. Hours need not be lengthened since enough workers are available. It is estimated that there are 9 to 11½ million workers unemployed. The great majority of these are capable of doing the work required.

5. Hours of skilled workers need not be lengthened, since there is no extreme shortage of skilled workers (though there may be uneven distribution).

   Machines are becoming more automatic, operations are being more finely broken down. The number of skilled workers used by various industries thus is falling. This is the case for example, in electrical manufacture, and in the steel industry. Many skilled and experienced workers are among the unemployed or are in jobs less skilled than they can perform.

6. Existing hour laws are flexible and do not fix extreme limits.

   Federal: Neither the Wage-Hour nor the Walsh-Healey Acts place absolute limits on hours. They merely require overtime pay for extra hours. If there is an emergency need for lengthened hours, the worker must be paid correspondingly.

   State: The maximum legal limit to women's weekly hours of work is at least as long as 48 hours in almost all States. This is not an extremely short limit, since most workers today work far shorter hours than this when on normal full time, and very large numbers do not have full employment.

7. To develop the hour standards adequate for greater efficiency complete records of output and costs must be kept. Hence every effort should be made to stimulate the keeping of full records.

MEP:ld
5/24/40

State of New Hampshire

Office of

Bureau of Labor

Concord, N. H.

JOHN S. B. DAVIE
LABOR COMMISSIONER

Files 1

December 29, 1941

File No.

Miss Mary Anderson, Director
Women's Bureau
U. S. Department of Labor
Washington, D. C.

My dear Miss Anderson:

Acknowledge receipt of your letter of December 26 enclosing copy of memorandum concerning application of state hour laws to the employment of women on defense projects, for which I thank you.

Sincerely yours,

John S. B. Davie

D/H

Labor Commissioner.

Files

INDUSTRIAL BOARD
BUREAU OF MINES AND MINING
BUREAU OF FACTORY INSPECTION
BUREAU OF BOILER INSPECTION
BUREAU OF WOMEN AND CHILDREN

DEPARTMENT OF COMMERCE AND INDUSTRIES
STATE OF INDIANA

DIVISION OF LABOR

THOMAS R. HUTSON
COMMISSIONER OF LABOR

ROOM 404 STATE CAPITOL
INDIANAPOLIS
1

Dec. 29, 1941

Mary Anderson, Director
U. S. Department of Labor
Women's Bureau
Washington, D. C.

Dear Miss Anderson:

This is to acknowledge your letter of December 26th 1941 and memorandum concerning the application of State hour laws to the employment of women on defense projects.

You offer additional copies of the memorandum. We would appreciate receiving a number of these copies. Thanking you.

Sent by MB Dec 31-1941 10 Copies

Very truly yours,

Deasma Greeling

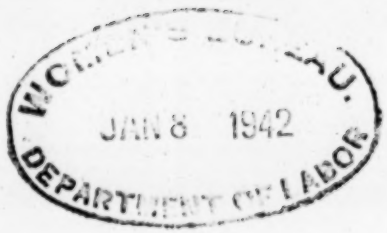
Mary L. Garner

Mrs. Mary L. Garner, Director
BUREAU OF WOMEN AND CHILDREN

MG:MLC

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY

LEWIS A. WILSON
DEPUTY COMMISSIONER OF EDUCATION



January 6, 1942

Miss Mary Anderson, Director
Women's Bureau
U. S. Department of Labor
Washington, D. C.

Dear Miss Anderson:

Dr. Cole, the Commissioner of Education, has asked me to acknowledge receipt of your letter of recent date and also a copy of your report on the employment of women in certain defense industries.

The bulletin will be of help to us in the planning of pre-employment courses for women who wish to enter these industries.

Very truly yours

L. A. Wilson

LAW/efm

NEW YORK 80 Centre St. | ALBANY State Office Bldg. | BUFFALO State Office Bldg. | ROCHESTER 70 Exchange St. | SYRACUSE 214 So. Warren St. | UTICA 106 Foster Bldg. | BINGHAMTON 502 Press Bldg.

STATE OF NEW YORK

DEPARTMENT OF LABOR

OFFICE OF THE INDUSTRIAL COMMISSIONER

WOMEN'S BUREAU JAN 6 1942 DEPARTMENT OF LABOR

New York City
December 31, 1941

Miss Mary Anderson
Director, Women's Bureau
U. S. Department of Labor
Washington, D. C.

Dear Miss Anderson:

Thank you for your letter of December 26th, together with a copy of a mimeographed memorandum relative to Application of State Hour Laws to the Employment of Women on Defense Projects. I do not think we need any additional copies of this memorandum at this time, but if we should have need of them in the future I shall feel free to ask you for a supply.

Very sincerely yours,

Geo. C. Daniels

GEO. C. DANIELS
Director, Division of Inspection

GCD/FG

BRANCH OFFICE
MADISON BUILDING, 1130 S. W. 3RD AVENUE
PORTLAND, OREGON
W. E. KIMSEY
DEPUTY COMMISSIONER
W. A. CARTER, JR.
ATTORNEY

STATE OF OREGON
BUREAU OF LABOR
WAGE AND HOUR COMMISSION
C. H. GRAM
COMMISSIONER

301 STATE LIBRARY BUILDING
SALEM, OREGON

BRANCH OFFICE
KLAMATH FALLS, OREGON
O. D. MATTHEWS
DEPUTY COMMISSIONER
W. R. VOLHEYE
CHIEF ELECTRICAL AND SAFETY ENGINEER
SALEM, OREGON

December 31, 1941

WOMEN'S BUREAU
JAN 6 1942
DEPARTMENT OF LABOR

Miss Mary Anderson, Director
Women's Bureau
U. S. Department of Labor
Washington, D. C.

My dear Miss Anderson:

This is to acknowledge receipt of yours of December 26 with copy of your memorandum on the authority for states to enforce regulations covering the employment of women and minors in industries engaged in producing defense material.

I am, of course, glad to have this memorandum, but we have met with no opposition in this state with any of the manufacturers, whether they are engaged in manufacturing defense materials or not. We have no difficulty with them at all.

Thanking you for this information, and with kindest personal regards, I remain

Yours very truly,

C. H. Gram
COMMISSIONER

CHG:M

STATE OF SOUTH CAROLINA
DEPARTMENT OF LABOR
COLUMBIA

W. RHETT HARLEY
COMMISSIONER

January 3, 1942

WOMEN'S BUREAU
JAN 12 1942
DEPARTMENT OF LABOR

Miss Mary Anderson, Director
Women's Bureau
U. S. Department of Labor
Washington, D. C.

Dear Miss Anderson:

Thank you very much for your letter of December the 26 with the enclosed memorandum concerning the application of State hour laws to the employment of women on defense projects.

I have found this memorandum very interesting and I am glad to note that you will be able to furnish additional copies should I find that I need them.

Yours very truly,

W. Rhett Harley.

W. Rhett Harley,
COMMISSIONER

WRH:h

W. A. PAT MURPHY, COMMISSIONER

JIM HUGHES, ASSISTANT COMMISSIONER

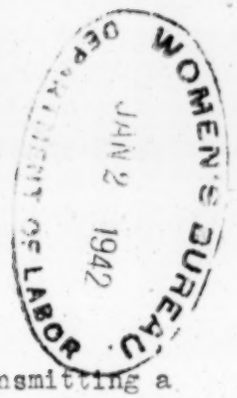
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STATE OF OKLAHOMA

DEPARTMENT OF LABOR

OKLAHOMA CITY, OKLAHOMA

December 30, 1941



Miss Mary Anderson, Director
Women's Bureau
U. S. Department of Labor
Washington, D. C.

My dear Miss Anderson:

Just received your letter of December 26 transmitting a memorandum which your Bureau has prepared concerning the application of the State hour laws to the employment of women on defense projects, which we appreciate very much, and in which you advise that your Bureau was prompted in preparing this memorandum due to the many inquiries received, indicating a wide spread misunderstanding concerning the authority of the States to enforce State hour laws on private concerns.

Up to this time we have had no reports of private industries violating the State hour law who are engaged in the manufacture of defense products.

The only trouble we have encountered along that line is in connection with the bomber plant located near Tulsa, Oklahoma, on government owned property where women are reported to be working more than nine hours per day, doing office work, which, of course, is in violation of our State Nine Hour Law for Women.

We reported this and other controversial matters we have had with the Douglass Aircraft Company at Tulsa, who has a contract to construct an aircraft assemble plant, to Secretary Perkins under date of December 5, 1941. Our good friend, Mr. V. A. Zimmer, advised us that the Secretary had requested him to personally look into the matters covered in our letter of December 5, and in which Mr. Zimmer frankly stated that strictly speaking he did not believe the State's authority extended to projects on government owned property; that the Federal law passed a few years ago extended to the States jurisdiction so far as workmen's compensation was concerned but included nothing further and that the provisions of the Walsh-Healey Act in respect to the matters complained of did not apply to construction projects.

We are certainly glad to have the memorandum enclosed, and shall keep you advised in the premises.

Yours very truly,

W. A. Pat Murphy

Commissioner of Labor

WAPM/t

Sent Dec 26-1941

Mr. Michael J. Haas, Commissioner,
Department of Labor,
Juneau, Alaska

My dear Mr. Haas:

Judging from the many inquiries which the Women's Bureau has received, a wide-spread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense materials for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

Mr. L. C. Holmes, Chairman,
Industrial Commission,
Capitol Annex Building,
Phoenix, Arizona.

My dear Mr. Holmes:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense materials for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Mr. Larry Woods, Manager,
State Labor Department,
Industrial Commission,
Capitol Annex Building,
Phoenix, Arizona.

My dear Mr. Woods:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense materials for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

LS/nb

Mary Anderson, Director.

Mr. W. J. McCain, Commissioner,
Department of Labor,
State Capitol,
Little Rock, Arkansas.

My dear Mr. McCain:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense materials for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Mr. George G. Kidwell, Director,
Department of Industrial Relations,
State Building, Los Angeles, California.

My dear Mr. Kidwell:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense materials for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

LS/nb

Mary Anderson, Director.

Mrs. Margarete L. Clark, Chief,
Division of Industrial Welfare,
Department of Industrial Relations,
State Building, Los Angeles, California.

My dear Mrs. Clark:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense materials for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Mr. H. C. Carrasco, Chief,
Division of Labor Statistics and Law Enforcement,
Department of Industrial Relations,
515 Van Ness Avenue,
San Francisco, California.

My dear Mr. Carrasco:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense materials for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Mr. Ray H. Brannaman, Chairman,
Industrial Commission,
State Capitol Annex,
Denver, Colorado.

My dear Mr. Brannaman:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense materials for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Mrs. Gertrude A. Lee, Secretary,
Minimum Wage Division,
Industrial Commission,
Denver, Colorado.

My dear Mrs. Lee:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense materials for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Mr. Cornelius J. Danaher, Commissioner,
Department of Labor and Factory Inspection,
285 Broad St.,
Hartford, Connecticut.

My dear Mr. Danaher:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producting defense materials for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Mr. Morgan R. Mooney,
Deputy Labor Commissioner,
Department of Labor and Factory Inspection,
285 Broad St.,
Hartford, Connecticut.

My dear Mr. Mooney:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense materisl for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Mr. Thomas C. Frame, Chairman,
Labor Commission,
Equitable Building,
9th and Market Sts.,
Wilmington, Delaware.

My dear Mr. Frame:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you will additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

Miss Marguerite Postles, Assistant,
Woman's Labor Division,
Labor Commission,
Equitable Building,
Ninth and Market Streets,
Wilmington, Delaware.

My dear Miss Postles;

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Mrs. William Kittle, Chairman,
Minimum Wage and Industrial Safety Board,
300, Indiana Ave., N. W.,
Washington, D. C.

My dear Mrs. Kittle:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Mr. Ben T. Huiet, Commissioner,
Department of Labor,
State Office Building,
Atlanta, Georgia.

My dear Mr. Huiet:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

November 21, 1941.

Miss Maud Swett, Field Director,
Woman and Child Labor Department,
Industrial Commission,
Milwaukee, Wisconsin.

My dear Miss Swett:

Judging from the many inquiries which the Women's Bureau has received, a wide-spread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense materials for the Federal government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

November 22, 1941.

Mr. Berry F. Holbrook, Director,
Factory Inspection Division,
Department of Labor,
State Office Building,
Atlanta, Georgia.

My dear Mr. Holbrook:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Mr. Frank Langley, Chairman,
Industrial Accident Board,
Boise, Idaho.

My dear Mr. Langley:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Mr. W. A. Tonning, Safety Inspector,
Safety Inspection Department,
State Insurance Fund,
Boise, Idaho.

My dear Mr. Tonning:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

Mr. Francis Murphy, Director,
Department of Labor,
205 West Wacker Drive,
Chicago, Illinois.

My dear Mr. Murphy:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Mr. Thomas R. Hutson, Commissioner,
Division of Labor,
Department of Commerce and Industry,
Indianapolis, Indiana.

My dear Mr. Hutson:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Mrs. Mary L. Garner, Director,
Bureau of Women and Children,
Division of Labor,
Department of Commerce and Industry,
Indianapolis, Indiana.

My dear Mrs. Garner:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Mr. Jeff A. Robertson, Commissioner,
State Labor Department,
Topeka, Kansas.

My dear Mr. Robertson:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Miss Nellie Kennedy, Director,
Women's and Children's Division,
State Labor Department,
Topeka, Kansas.

My dear Miss Kennedy:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstnading exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Mr. William C. Burrow, Commissioner,
Department of Industrial Relations,
Frankfort, Ky.

My dear Mr. Burrow:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Mr. Clay Copeland, Supervisor,
Minimum Wage Division,
Department of Industrial Relations,
Frankfort, Ky.

My dear Mr. Copeland:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Mr. A. P. Harvey, Director,
Department of Labor,
Baton Rouge, La.

My dear Mr. Harvey:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Mr. Jesse W. Taylor, Commissioner,
Department of Labor and Industry,
Augusta, Maine.

My dear Mr. Taylor:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Mr. John M. Pohlhaus, Commissioner,
Office of Commissioner of Labor and Statistics,
120 West Redwood St.,
Baltimore, Md.

My dear Mr. Pohlhaus:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Miss Mary M. Wootton, Supervisor,
Children's Division,
Office of Commissioner of Labor and Statistics,
120 West Redwood St.,
Baltimore, Md.

My dear Miss Wootton:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Mr. James T. Moriarty, Commissioner,
Department of Labor and Industries,
Statehouse, Boston, Mass.

My dear Mr. Moriarty:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Mr. William H. Wellen, Director,
Division of Industrial Safety,
Department of Labor and Industries,
Statehouse, Boston, Mass.

My dear Mr. Wellen:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

Mr. John W. Gibson, Chairman,
Department of Labor and Industry,
630 State Office Building,
Lansing, Michigan.

My dear Mr. Gibson:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Mr. J. D. Williams, Commissioner,
Department of Labor and Industry,
St. Paul, Minnesota.

My dear Mr. Williams:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Miss Florence A. Burton, Chief,
Division of Women and Children,
Department of Labor and Industry,
St. Paul, Minnesota.

My dear Miss Burton:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Mr. Orville S. Traylor, Commissioner,
Department of Labor and Industrial Inspection,
State Office Building,
Jefferson City, Mo.

My dear Mr. Traylor:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

Dr. J. W. Dugger, Director,
Bureau of Industrial Hygiene and Factory Inspection,
Mississippi State Board of Health,
Jackson, Mississippi.

My dear Dr. Dugger:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Miss Nona McRae, Chief Clerk,
Bureau of Safety Inspection,
Industrial Accident Board,
Helena, Montana

My dear Miss McRae:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

Mr. O. M. Olsen, Commissioner,
Department of Labor,
State Capitol,
Lincoln, Nebraska.

My dear Mr. Olsen:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prpeared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

Mr. R. N. Gibson, Commissioner,
Department of Labor,
Capitol Annex,
Carson City, Nevada.

My dear Mr, Gibson:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

Mr. John S. B. Davie, Commissioner,
Bureau of Labor,
Concord, New Hampshire.

My dear Mr. Davie:

Judging from the many inquiries which The Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Mr. John J. Toohey, Jr., Commissioner,
Department of Labor,
Trenton, N. J.

My dear Mr. Toohey:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

Mr. John Roach, Deputy Commissioner of Labor,
Bureau of Hygiene, Sanitation, and Mine Inspection,
Department of Labor,
Trenton, N. J.

My dear Mr. Roach:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Miss Mary C. McGowan, Director,
Bureau of Women and Children,
Department of Labor,
Trenton, N. J.

My dear Miss McGowan:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Mr. Charles Lembke, Chairman,
Labor and Industrial Commission,
Albuquerque, New Mexico.

My dear Mr. Lembke:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Miss Frieda S. Miller, Industrial Commissioner,
Department of Labor,
80 Centre St.,
New York City, N. Y.

My dear Miss Miller:

Judging from the many inquiries which the Women's Bureauhas received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Mr. George C. Daniels, Director,
Division of Inspection,
Department of Labor,
80 Centre St.,
New York City, N. Y.

My dear Mr. Daniels:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Mr. Forrest H. Shuford, Commissioner,
Department of Labor,
Raleigh, N. C.

My dear Mr. Shuford:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

L[illegible]/nb

Mr. Math Dahl, Commissioner,
Department of Agriculture and Labor,
Bismarck, N. D.

My dear Mr. Dahl:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Mr. H. R. Martinson, Labor Commissioner,
Department of Agriculture and Labor,
Bismarck, N. D.

My dear Mr. Martinson:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Mr. George A. Strain, Director,
Department of Industrial Relations,
State Office Building,
Columbus, Ohio.

My dear Mr. Strain:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

Mr. Estey A. Kern, Chief,
Division of Factory and Building Inspection,
Department of Industrial Relations,
State Office Building,
Columbus, Ohio.

My dear Mr. Kern:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Mr. W. A. Pat Murphy, Commissioner,
Department of Labor,
State Capitol,
Oklahoma City, Oklahoma.

My dear Mr. Murphy:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Mr. C. H. Gram, Commissioner,
Bureau of Labor,
State Library Building,
Salem, Oregon.

My dear Mr. Gram:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Mr. Lewis G. Hines, Secretary,
Department of Labor and Industry,
Harrisburg, Pa.

My dear Mr. Hines:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

Mrs. Mary Rice Morrow, Director,
Bureau of Women and Children,
Labor Standards Enforcement Administration,
Department of Labor and Industry,
Harrisburg, Pa.

My dear Mrs. Morrow:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Mr. William D. Lopez, Assistant Commissioner,
Department of Labor,
San Juan, P. R.

My dear Mr. Loepz:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Mr. William L. Connolly, Director,
Department of Labor,
Providence, R. I.

My dear Mr. Connolly:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Mrs. Margaret F. Ackroyd, Chief,
Division of Women and Children,
Department of Labor,
Providence, R. I.

My dear Mrs. Ackroyd:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Mr. Albert H. Kruse, Commissioner,
Department of Agriculture, Labor and Industry,
Helena, Montana.

My dear Mr. Kruse:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Miss Lottie C. Walsh, Deputy Labor Commissioner,
Department of Labor and Industrial Inspection,
921 Mart Building,
St. Louis, Mo.

My dear Miss Walsh:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Miss Julia C. Beach, Deputy Labor Commissioner,
Department of Labor and Industrial Inspection,
1005 Waltower Building,
Kansas City, Mo.

My dear Miss Beach:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Mr. W. Rhett Harley, Commissioner,
Department of Labor,
State Office Building,
Columbia, S. C.

My dear Mr. Harley:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS.nb

Mr. C. P. Scovill, Director,
Division of Inspection,
Department of Labor,
State Office Building,
Columbia, S. C.

My dear Mr. Scovill:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Mr. Leo A. Temmey, Industrial Commissioner,
Office of Industrial Commissioner,
Pierre, S. D.

My dear Mr. Temmey:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding ecists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Mr. S. E. Bryant, Commissioner,
Department of Labor,
Cotton States Building,
Nashville, Tennessee.

My dear Mr. Bryant:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Mr. Albert A. Fraser, Deputy Commissioner
Department of Industrial Relations,
Montpelier, Vermont.

My dear Mr. Fraser:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Mr. Howard E. Armstrong, Commissioner,
Department of Industrial Relations,
Montpelier, Vermont.

My dear Mr. Armstrong:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

LS/nb

Mary Anderson, Director.

Mr. Thomas B. Morton, Commissioner,
Department of Labor and Industry,
Richmond, Virginia.

My dear Mr. Morton:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Mrs. Naomi S. Cohn, Director,
Division of Women and Children,
Department of Labor and Industry,
Richmond, Va.

My dear Mrs. Cohn:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour Laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Mr. Robert H. Harlin, Director,
Department of Labor and Industries,
Olympia, Washington

My dear Mr. Harlin:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

Mrs. Isabelle Noble,
Division of Women and Children,
Department of Labor and Industries,
Olympia, Washington.

My dear Mrs. Noble:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

Mr. Taylor Frye, Director,
Woman and Child Labor Department,
Industrial Commission,
Milwaukee, Wisconsin.

My dear Mr. Frye:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

LS/nb

Mary Anderson, Director.

November 21, 1941.

Miss Maud Swett, Field Director,
Woman and Child Labor Department,
Industrial Commission,
Milwaukee, Wisconsin.

My dear Miss Swett:

Judging from the many inquiries which the Women's Bureau has received, a wide-spread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense materials for the Federal government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

Mr. Roy Sherr, Commissioner,
Department of Labor and Statistics,
Cheyenne, Wyoming.

My dear Mr. Sherr:

Judging from the many inquiries which the Women's Bureau has received, a widespread misunderstanding exists concerning the authority of the States to enforce State hour laws on private firms producing defense material for the Federal Government.

In order to answer these inquiries the Women's Bureau has prepared a memorandum concerning the application of State hour laws to the employment of women on defense projects. We are enclosing a copy of this memorandum and will gladly furnish you with additional copies if the contents should prove useful to you in answering inquiries similar to those we receive.

Sincerely yours,

Mary Anderson, Director.

LS/nb

files

December 26, 1941

Memo. to: Miss Nienburg
Miss Stitt

From: M. Porter

Re: OPM listing of defense contracts

The OPM has discontinued its semi-monthly publication of defense contract awards with the September issues. There is now at the Government Printing Office a cumulative list of Army Supply Contract Awards and Navy Supply Contract Awards, promised for release December 24th and 31st, 1941, respectively. These lists include all prime supply contracts for $50,000 or more awarded from June 1940 through October 1941; they include no sub-contracts, no contracts for less than $50,000, no contracts for subsistence goods, and no "confidential" contracts. According to Mr. James M. Brewbaker of the Office of Information, O.E.M., the published lists will include name of contractor, dollar value of contract, commodity, and date of award; expiration date will not be given. Contracts will be grouped according to State.

It is planned to have monthly supplements issued, to keep these original publications up to date; however, the date of release of the monthly supplement depends on the amount of work the Research and Statistics Division, OPM, has to do. Mr. Edmund Stone of the division in charge of getting the contract material together for the Office of Information, said the November supplement was not yet ready for publication.

The Women's Bureau should receive the original cumulative lists, whenever they are released, and also the monthly supplements. Any State department may receive the publications by writing for them, to the Office of Information, Office of Emergency Management, Room 5628, Social Security Building, 3rd and D Sts., S.W., Washington, D.C.

These lists appear to offer little of value for State purposes, because of the contracts omitted and the probable lateness of release. Date of expiration and names of smaller contractors may be obtainable from the R. & S. Division of the OPM, if it is necessary that we have them. In view of the deficiencies in the lists, however, I doubt that it would be worthwhile to get this additional data.

Defense - OPM

~~U. S. DEPARTMENT OF LABOR~~
WOMEN'S BUREAU
~~Washington~~

Confidential Labor Division, OPM 12/12/41

NATIONAL LABOR SUPPLY COMMITTEE
SUBCOMMITTEE ON UTILIZATION OF WOMEN WORKERS

POLICIES AND PROGRAM
FOR INCREASED UTILIZATION OF WOMEN WORKERS
Tentative Statement - December 1941.

The President has stated that the policy of this Government is to speed up all existing production by working on a seven-day-week basis in every war industry. Under the greatly expanded production program now required, it is essential that all labor resources be utilized to their maximum efficiency. This involves calling on numbers of women to work on the production of war materials. To put these women to work rapidly and effectively in their country's service, the ~~first fundamental lines of action are as follows:~~ following are steps for action:

2. An immediate inventory of women now available for war production.

1. A voluntary registration of women willing to enter war industries.

6. If necessary, A compulsory registration of all women legally qualified to work in industry and/or perform other essential war services.

3. Immediate establishment of training [redacted] for women under the Defense Training Program and Training-Within-Industry Program.

4. Creating and developing the suitable conditions of work that experience has proven necessary to secure maximum production with women workers.

5. Assistance and direction through the Labor Supply Committees to carry out a program for the employment of women in war production.

7 —

I Registration, Classification and Placement of Women

It shall be the function of the U.S.E.S. through the Bureau employment security

To register, classify and place women workers and place them where they are needed is the function of the Bureau of Employment Security. The following are necessary to initiate a program of increased employment of women:

a. The National Labor Supply Committee should direct the Regional Labor Supply Committees and the U.S.E.S. to immediately conduct an inventory of available women workers registered in local employment service offices.

b. The Labor Supply Committee should direct the Employment Service to notify all placement officers to place women as rapidly as possible in particular industrial jobs for which they are experienced and otherwise fitted.

c. To measure the need for women workers and the success in providing them, all Employment Service labor market analyses, reports and activities should be fully broken down by sex, including (1) Employers' reports as to number of workers to be hired and to be laid off; as well as (2) Agency reports on workers registered for certain job categories and placed in certain jobs.

d. (The Bureau of Labor Statistics should be called upon to revise its monthly reports on employment to include a break down by sex.)

e. The U. S. E. S. is to make available immediately and distribute widely the list now underway of occupations suitable for the employment of women supplemented by the industrial studies now available through the Women's Bureau of the Department of Labor.

e. The Regional Labor Supply Committees should be directed to call employers' attention to the use of women in their plants before engaging in recruitment of labor outside the local labor market area. This action is to be taken immediately in stringency areas.

a. The U.S.E.S. should be directed to instruct the local offices to start a campaign urging women interested in industrial employment or training for this employment to register with the local office. This voluntary registration should be announced by the National Labor Supply Committee.

7. The sub-committee on the utilization of women workers should immediately review any legislation now written on compulsory registration of women and consult with government agencies who would be part of such a registration should one be necessary in the course of the war period.

II. - TRAINING WOMEN WORKERS

The Defense Training Program and the Training-Within-Industry Program should be geared immediately and take steps to include women in the training courses and in the plants.

The Labor Supply Committee now should call upon each of these agencies to develop a bread and specific program to give industrial training to greatly increased numbers of women as rapidly as possible. The sub-committee on utilisation of women workers is clear in its position that women should not be given training separate from men and that there is no need for establishment of new facilities or new training techniques.

The Labor Supply Committee should call upon the U.S.E.S. to not discriminate in referral of women trainees to training courses.

The Labor Supply Committee should call upon the U. S. Office of Education to request the vocational school authorities to not discriminate in acceptance of women trainees.

III. CONDITIONS OF EMPLOYMENT OF WOMEN

The Labor Supply Committee will hold the Women's Bureau responsible for the war program ~~on~~ the creation, ~~execution~~ development and maintenance of conditions of work for the effective employment of women.

These responsibilities shall encompass (1) fair and equitable wage rates and hours, during the war period, (2) advising and aiding employers in establishment of necessary plant facilities, health and safety factors for the effective employment of women (3) working closely with the Labor Supply Committee on labor relations in connection with ~~the expanding women~~ the expansion of employment of women in war production (4) advising and working closely with Labor Supply on housing, dormitories, and living quarters for women workers.

IV. BASIC PRINCIPLES REQUIRED FOR MAXIMUM PRODUCTION

Most fundamental of the principles that experience has shown to be essential if maximum production is to be secured with women workers are the following:

a. Full use of local labor supply must be accomplished before recruitment from outside the local area takes place.

b. The wage rate must be fixed for the job, regardless of the workers' sex. Not only does this assure efficiency in the individual worker; it also is indispensable in maintaining a high group morale, something exceedingly important to secure peak production.

c. Excessively long hours of work spell declines and not increases in production.

d. Full compliance with Federal and State labor laws is important. These laws have been adopted on the basis of long experience as to the best conditions, which in the end will be the most productive. The laws themselves ordinarily provide means for meeting particular emergencies if some exception should be imperative. Where it is necessary to amend present State laws governing employment of women, every precautions should be taken to limit the changes to the war period.

e. Proper plant conditions relating to sanitation, safety, and other features to maintain health and efficiency of the workers.

V. FIRST STEP IN EXECUTION

The sub-committee on utilization of women workers requests that the Labor Supply Committee approve the calling of a meeting in Southern California of industrialists, labor leaders and the area labor supply committee to work out a program and agreement for the full use of local labor supply, including women, in the war plants in that already stringent region.

In view of the need for immediate development of an orderly labor market procedure, accepted by all concerned, in this vital area, this sub-committee urges that the date for this meeting be set for not later than the second week in January, 1942, and that plans be prepared to carry out a complete program for this strategic area. Large mass migration is disrupting, and creates chaos, this type situation is highly undesirable at this time.
The ground work for such a meeting has already been laid.

Submitted by the sub-com.

Miss Mary Anderson
Miss Thelma McKelvey
Mrs. Nelle Miles.

NATIONAL LABOR SUPPLY COMMITTEE
SUBCOMMITTEE ON UTILIZATION OF WOMEN WORKERS

POLICIES AND PROGRAM FOR INCREASED UTILIZATION OF WOMEN WORKERS

Tentative Statement - December 1941

The President has stated that the policy of this Government is to speed up all existing production by working on a seven-day-week basis in every war industry. Under the greatly expanded production program now required, it is essential that all labor resources be utilized to their maximum efficiency. This involves calling on numbers of women to work on the production of war materials. To put these women to work rapidly and effectively in their country's service, the following are steps for action:

1. A voluntary registration of women willing to enter war industries.
2. An immediate inventory of women now available for war production.
3. Immediate establishment of training for women under the Defense Training Program and Training-Within-Industry Program.
4. Creating and developing the suitable conditions of work that experience has proven necessary to secure maximum production with women workers.
5. Assistance and direction through the Labor Supply Committees to carry out a program for the employment of women in war production.
6. If necessary a compulsory registration of all women legally qualified to work in industry and/or perform other essential war services.
7. The sub-committee on the utilization of women workers should immediately review any legislation now written on compulsory registration of women and consult with government agencies who would be part of such a registration should one be necessary in the course of the war period.

I. REGISTRATION, CLASSIFICATION AND PLACEMENT OF WOMEN

It shall be the function of the United States Employment Service of the Bureau of Employment Security to register, classify and place women workers where they are needed. The following are necessary to initiate a program of increased employment of women:

a. The National Labor Supply Committee should direct the Regional Labor Supply Committees and the U.S.E.S. to immediately conduct an inventory of available women workers in local employment service offices.

b. The Labor Supply Committee should direct the Employment Service to notify all placement officers to place women as rapidly as possible in particular industrial jobs for which they are experienced and otherwise fitted.

c. To measure the need for women workers and the success in providing them, all Employment Service labor market analyses, reports of activities should be fully broken down by sex, including (1) Employers' reports as to number of workers to be hired and to be laid off; as well as (2) Agency reports on workers registered for certain job categories and placed in certain jobs. (The Bureau of Labor Statistics should be called upon to revise its monthly reports on employment to include a break down by sex.)

d. The U.S.E.S. is to make available immediately and distribute widely the list now underway of occupations suitable for the employment of women supplemented by the industrial studies now available through the Women's Bureau of the Department of Labor.

c. The Regional Labor Supply Committees should be directed to call employers' attention to the use of women in their plants before engaging in recruitment of labor outside the local labor market area. This action is to be taken immediately in stringency areas.

II. TRAINING WOMEN WORKERS

The Defense Training Program and the Training-Within-Industry Program should be geared immediately and take steps to include women in the training courses and in the plants.

The Labor Supply Committee now should call upon each of these agencies to develop a broad and specific program to give industrial training to greatly increased numbers of women as rapidly as possible. The sub-committee on utilization of women workers is clear in its position that women should not be given training separate from men and that there is no need for establishment of new facilities or new training techniques.

The Labor Supply Committee should call upon the U.S.E.S. to not discriminate in referral of women trainees to training courses.

The Labor Supply Committee should call upon the U. S. Office of Education to request the vocational school authorities to not discriminate in acceptance of women trainees.

III. CONDITIONS OF EMPLOYMENT OF WOMEN

The Labor Supply Committee will hold the Women's Bureau responsible for a war program covering the creation, development and maintenance of conditions of work for the effective employment of women.

These responsibilities shall encompass (1) fair and equitable wage rates and hours, during the war period, (2) advising and aiding employers in establishment of necessary plant facilities, health and safety factors for the effective employment of women (3) working closely with the Labor Supply Committee on labor relations in connection with the expansion of employment of women in war production (4) advising and working closely with Labor Supply on housing, dormitories, and living quarters for women workers.

IV. BASIC PRINCIPLES REQUIRED FOR MAXIMUM PRODUCTION

Most fundamental of the principles that experience has shown to be essential if maximum production is to be secured with women workers are the following:

a. Full use of local labor supply must be accomplished before recruitment from outside the local area takes place.

b. The wage rate must be fixed for the job, regardless of the workers' sex. Not only does this assure efficiency in the individual worker; it also is indispensable in maintaining a high group morale, something exceedingly important to secure peak production.

c. Excessively long hours of work spell declines and not increases in production.

d. Full compliance with Federal and State labor laws is important. These laws have been adopted on the basis of long experience as to the best conditions, which in the end will be the most productive. The laws themselves ordinarily provide means for meeting particular emergencies if some exception should be imperative. Where it is necessary to amend present State laws governing employment of women, every precaution should be taken to limit the changes to the war period.

e, Proper plant conditions relating to sanitation, safety, and other features to maintain health and efficiency of the workers.

V. FIRST STEP IN EXECUTION

The sub-committee on utilization of women workers requests that the Labor Supply Committee approve the calling of a meeting in Southern California of industrialists, labor leaders and the area labor supply committee to work out a program and agreement for the full use of local labor supply, including women, in the war plants in that already stringent region.

In view of the need for immediate development of an orderly labor market procedure, accepted by all concerned, in this vital area, this sub-committee urges that the date for this meeting be set for not later than the second week in January 1942, and that plans be prepared to carry out a complete program for this strategic area. Large mass migration is disrupting, creates chaos. This type of situation is highly undesirable at this time. The groundwork for such a meeting has already been laid.

Submitted by the sub-committee.

Miss Mary Anderson

Miss Thelma McKelvey

Mrs. Nelle Miles

DEPARTMENT OF LABOR

Dec. 12, 1941

To: Miss Nienburg

From: Isabel Schafer

Re: Telephoned message from Mr. Bernhardt of the Bureau of the Budget.

"With regard to the firm schedule for defense plants, there is one requirement which she will have to state explicitly in a letter dealing with the aircraft plants.

"We have an agreement with OPM that all questionnaires prepared by any agency of the Government which go to the aircraft industry will be sent to the Chief, Production Planning Section, Aircraft Branch, OPM. They clear all questionnaires with regard to firms in the air industry and we have that working arrangement with them. Our approval is conditions upon sending the form to them.

"We are sending Miss Nienburg a letter.

"Also want to say again what I said to Miss Nienburg, that we want all agents to get data from BLS and Bureau of Emp. Security and to contact State Employment offices."

No. 204

GPO

On behalf of the Director.

Very truly yours,

William R. Leonard

William R. Leonard
Acting Director of Research
Division of Statistical Standards

DSS No. 10494

EXECUTIVE OFFICE OF THE PRESIDENT
BUREAU OF THE BUDGET
WASHINGTON, D. C.

December 11, 1941

Miss Bertha Nienburg
Assistant Director, Women's Bureau
Department of Labor
Washington, D. C.

Dear Miss Nienburg:

The Division of Statistical Standards has completed its review of your proposed new form, "Firm Schedule: Defense Plants," which is to be used by your field agents as an outline of information regarding selected bag and shell loading plants, small arms ammunition plants, and certain aircraft plants.

This Division has been greatly concerned about the large number of inquiries and interviewers sent by Federal agencies to the plants you are planning to survey. It is our understanding that before visiting any plants, your agents will use the data in the Bureau of Labor Statistics and in the Bureau of Employment Security as far as possible in order to avoid the troublesome compilation of additional wage and hour statistics. We also understand that your agents will contact the field offices of the State employment services to get data available locally so that the minimum time will be required of the plant personnel officers.

With regard to the aircraft plants, we recommend for approval surveys in this industry only if the questionnaires are cleared with the Office of Production Management. Plans for the study together with the names of the aircraft companies to be covered should be sent to the Chief, Production Planning Section, Aircraft Branch, Washington, D. C. This procedure is part of a general procedure relating to aircraft companies.

Will you please file two copies of this form with the Division of Statistical Standards after printing or other multicopying?

On behalf of the Director.

Very truly yours,

William R. Leonard

William R. Leonard
Acting Director of Research
Division of Statistical Standards

DSS No. 10494

December 2, 1941

To: Miss Isadore Spring
From: Bertha M. Nienburg

Ethel Erickson and Margaret K. Anderson will start Wednesday to survey small arms ammunition plants and aircraft assembly plants according to the attached schedule. At the same time Miss Wolfe and Miss Ziegler will cover bag loading and shell loading plants using the same schedule for the plant. From this plant data we will want you to compile a report on women's work in each in the industries.

With this in mind I am sending you the information already obtained by Miss Wolfe and Miss Ziegler. Hereafter the form will be used. I will keep the detailed occupational descriptions in my file for use of the report writer when the report is ready fo be written. This work is, unquestionably, one for hand tabulation.

CROSS REFERENCE SHEET

Name or Subject

Defense General.

File No.

Regarding

Date

letter for Sec'ys signature
+ letters to Corson, Federal Security
Agency, + letters to regional representatives.
in re "Securing labor need + lay-off data
by sex." Dec. 1941

SEE

Name or Subject

Sec'ys file

File No.

213.

File cross reference form under name or subject at top of the sheet and by the latest date of papers. Describe matter for identification purposes. The papers, themselves should be filed under name or subject after "SEE."

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November 29, 1941

Mr. William H. Harris
Scovill Manufacturing Co.
Chrysler Bldg.
42nd St. & Lexington Ave.
New York City

My dear Mr. Harris:

I shall be very glad to see you on the occasion of your next trip to Washington and discuss with you the matter on which you are working involving women in defense plants. If you will telephone my office when you arrive, we can make an appointment that will be mutually convenient.

Sincerely yours,

Mary Anderson, Director

IS

SCOVILL MANUFACTURING COMPANY
(INCORPORATED)
ESTABLISHED 1802
CHRYSLER BUILDING
42ND ST. & LEXINGTON AVE.
NEW YORK

GENERAL OFFICES
MILLS AND FACTORIES - WATERBURY, CONN.

BUTTON AND FASTENER DIVISION

November 18, 1941

Miss Mary Anderson
U. S. Department of Labor
Women's Bureau
Washington, D. C.

ALL ORDERS ARE SUBJECT TO ACCEPTANCE BY THE COMPANY AT WATERBURY, CONN., AS CONNECTICUT CONTRACTS.
YOU ASSUME ALL RISKS OF DELAY DUE TO STRIKES, DIFFERENCES WITH WORKMEN, ACCIDENTS TO MACHINERY, DELAYS OF CARRIERS, FIRES, OR OTHER CAUSES FOR DELAY BEYOND OUR CONTROL.
IN ADDITION TO THE PRICES NAMED HEREIN YOU ARE TO PAY US ANY EXCISE TAXES FOR WHICH WE MAY BE LIABLE.

Dear Miss Anderson:

Thank you very much for your letter of November seventeenth and the enclosed list of defense plants where women are or will be employed in production. This will be very helpful to me, and I greatly appreciate your having it typed up especially for us.

We are at present working on a matter involving women in defense plants and if, on the occasion of my next trip to Washington, you could spare a few minutes, I should like very much to go over it with you as I am sure that you could give us some valuable assistance.

Yours very truly,

William H. Harris

WHH:MH

I shall be very glad to see him

*"Grippers"
The laundry-proof fastener that ends button bother. Approved by America's Leading Testing Laboratories.
*Reg. Trade-mark Patented

Defense
Gen

November 17, 1941

Mr. William H. Harris
Scovill Manufacturing Company
Chrysler Building
42nd Street and Lexington Avenue
New York, New York

My dear Mr. Harris:

In response to your letter I am very glad to send you several copies of our list of defense plants where women are or will be employed in production. This list is typewritten and we do not have sufficient copies to send the number requested. You can, of course, have copies made of this list.

The enclosed list is the same as that dated August 1941, except for the addition of various plants which have come to our attention since that time. I might add that this is by no means a complete list of defense plants throughout the country as this information has been compiled from periodicals, items appearing in the newspapers, and other sources and there undoubtedly are additional plants employing or planning to employ women production workers which have not come to our attention.

I hope this material will be helpful to you and if we can be of further service at any time please let us know.

Sincerely yours,

Mary Anderson, Director

Enclosures
LD

SCOVILL MANUFACTURING COMPANY
(INCORPORATED)
ESTABLISHED 1802
CHRYSLER BUILDING
42ND ST. & LEXINGTON AVE.
NEW YORK

GENERAL OFFICES
MILLS AND FACTORIES - WATERBURY, CONN.

BUTTON AND FASTENER DIVISION

November 10, 1941

U. S. Department of Labor
Washington, D. C.

Women's Bureau

ALL ORDERS ARE SUBJECT TO ACCEPTANCE BY THE COMPANY AT WATERBURY, CONN., AS CONNECTICUT CONTRACTS.
YOU ASSUME ALL RISKS OF DELAY DUE TO STRIKES, DIFFERENCES WITH WORKMEN, ACCIDENTS TO MACHINERY, DELAYS OF CARRIERS, FIRES, OR OTHER CAUSES FOR DELAY BEYOND OUR CONTROL.
IN ADDITION TO THE PRICES NAMED HEREIN YOU ARE TO PAY US ANY EXCISE TAXES FOR WHICH WE MAY BE LIABLE.

Gentlemen:

A copy of a report prepared by your Department listing plants in defense industries where women are or will be employed in production has just come to my attention. This report is dated August 1941.

If possible I should like to obtain about a dozen copies of this report and if a subsequent one has been issued I would also very much like twelve copies of it.

Thanking you very much for your cooperation in this, I am

Yours very truly,

SCOVILL MANUFACTURING COMPANY

William H. Harris

William H. Harris

WHH: cs

*"Grippers"
The laundry-proof fastener that ends button bother. Approved by America's Leading Testing Laboratories.
*Reg. Trade-mark Patented

November 14, 1941

Miss Elizabeth Eastman
Office of Civilian Defense
Washington, D.C.

My dear Miss Eastman:

I am sending herewith the names of our staff members who will be interested in receiving notices of meetings (such as the one held last week).

Miss Bertha Nienburg, Assistant Director

Miss Anne Larrabee, Chief Clerk

Miss Mary V. Robinson, Chief, Division of Public Information

Miss Louise Stitt, Chief, Division of Minimum Wage

Miss Mary Elizabeth Pidgeon, Chief, Research Division

Miss Isadore Spring, Chief, Statistical Division

Miss Elizabeth Hyde, Chief, Editorial Division

Miss Caroline Manning, Field Supervisor

Miss Ethel Erickson, Field Supervisor

Sincerely yours,

Mary Anderson, Director

rfn

cc

Defense
Gen

November 14, 1941.

Superintendent of Documents,
Government Printing Office,
Washington, D. C.

Sir:

Please send to me at the address given above the 72-page Defense Handbook, issued by the Office for Emergency Management. Ten cents in stamps are enclosed in payment for the handbook.

Very truly yours,

Mary V. Robinson, Director,
Division of Public Information.

LL
Encl.

Defense
Jan

Korday Sportswear, Inc.

991 SIXTH AVENUE • NEW YORK, N. Y. • TELEPHONE PENNSYLVANIA 6-4911

WOMEN'S BUREAU
NOV 7 1941
DEPARTMENT OF LABOR

November 6, 1941

UNITED STATES Dept. of Labor
Washington, D. C.

Att: Womens' Bureau

Gentlemen:

Can you furnish us with information showing what cities employ women in 'defense industry' as we are manufacturers of garments for women who work in these factories.

Thanking you very kindly for your attention in this matter, we are

Yours very truly,

S. Reiss sl.

SR:dl

KORDAY SPORTSWEAR, Inc.

listo Dept
L. W.

Shell Loading Plants
Bag Loading Plants
Small Arms Ammunition Plants

files

U. S. Department of Labor
WOMEN'S BUREAU
Washington

November 1941

APPLICATION OF STATE HOUR LAWS TO THE EMPLOYMENT OF WOMEN ON DEFENSE PROJECTS

The great increase in employment on government projects in connection with the national defense program has given rise to questions concerning the application of laws regulating the hours of employment of women. The Women's Bureau has received many inquiries as to whether State hour and night work laws are applicable or whether any Federal legislation has taken their place. The present statement was prepared by the Women's Bureau in answer to such questions.

A. Summary.

1. No Federal law at the present time sets an absolute limit to the number of hours women may be employed. In general, unless a State hour law applies, women workers have no protection as to the maximum length of time they may be employed.

2. Women employed by private firms producing supplies for the Federal government are protected by State hour laws. This is true whether or not the contract amounts to more than $10,000 and thus subjects the contractor to the Public Contracts Act.

3. Women employed in offices of private firms doing construction work for the Federal government are protected by State hour laws. Where women are employed as laborers or mechanics, they are protected only if the contract provides that the contractor shall obey and abide by all applicable laws of the State in which the work is performed.

4. Women employed by the Federal government in the executive branch and in arsenals, munition, or other factories owned and operated by the Government are not protected by State hour laws.

5. Women employed in arsenals, munitions, or other factories which are owned by the government but operated by a private individual, under a cost plus fixed fee contract, are protected by State hour laws.

6. Whether or not women employed by government corporations, such as the Federal Housing Administration, Federal Deposit Insurance Corporation, etc., are covered by State hour laws is still uncertain.

7. The foregoing statements are equally applicable to State laws limiting women's daily or weekly hours of employment, and to State laws prohibiting their employment at night.

B. Explanation.

The four principal types of employment in which the question of the application of the State hour laws has arisen may be classified as follows:

1. Employment by a private firm working on a government supply contract.

2. Employment by a private firm on a government construction project.

3. Employment by an instrumentality of the United States.

4. Employment in government-owned arsenals, munitions, or other factories.

1. Employment by a private firm working on a government supply contract.

Under the Public Contracts Act which applies to contracts in excess of $10,000, a 40-hour maximum work week is established, but the Secretary of Labor is authorized to permit overtime on payment of time and one-half the basic rate. Since such permission has been granted by the Secretary in all industries, the 40-hour maximum work week provision of the Public Contracts Act is not in effect at the present time.

The Administrator of the Public Contracts Act has consistently advised inquirers that State statutes affording employees greater protection over their hours of service than the Public Contracts Act affords have not been suspended; hence State hour laws are enforcible where work is performed on contracts over $10,000.

There is no Federal law regulating the maximum work week where work is performed on contracts of $10,000 or less. Consequently, the State law applies to such contracts.

2. Employment by a private firm on a government construction contract.

No Federal law regulating hours of work is applicable to office work performed in connection with construction contracts. Since the State law applies in the absence of any Federal regulation, women performing office work for firms engaged in construction contracts are covered by the State hour law.

The Federal 8-Hour-Day-Law permits any contractor or subcontractor to employ mechanics and laborers on most public works more than 8 hours a day if time and one-half is paid for overtime. However, many government construction contracts, in particular those let by the War Department on a cost plus fixed fee basis, contain a clause in which the contractor agrees to comply with all applicable laws of the United States and of the State

in which the work is performed. If the contract contains such a clause, the contractor who employs a woman to work longer than the maximum hours permitted by State law, whether in the office or as a mechanic or laborer, is violating the terms of the contract as well as the State hour law.

3. Employment by an instrumentality of the United States.

The Federal Government of course has immunity from State hour laws. This immunity applies to employees of the executive branches of the government, such as the Departments of War, Navy, State, Labor, Commerce, Justice, etc. Women employed by an executive branch of the government located in one of the States are not protected by the State hour law.

With respect to government corporations, it is impossible to give a definite answer as to whether or not State hour laws are enforcible. Government corporations are created by Acts of Congress for the purpose of carrying on proprietary or business activities as distinguished from strictly governmental functions. The courts have held that they are free from the restrictions imposed by certain types of labor laws, but no case as yet has involved the question of the enforcibility of a State hour law.

There is no Federal law establishing maximum hours for public employment. The Federal law establishes a minimum work day of 7 hours except Sunday and holidays and requires a half day off on Saturday (or some other day if more feasible), at the same time leaving to heads of executive departments the right to fix maximum hours of work.

4. Employment in government-owned arsenals, munitions, and other factories.

Women employed in government arsenals, etc., are not protected if the arsenals are owned and operated by the government. However, in some cases the government owns the physical plant but the operation of the arsenal has been turned over to private individuals under a cost plus fixed fee contract basis. Where a private individual is the employer, the State hour law would apply.

Reporting Violations. Where violation of a State hour law occurs in connection with work performed on a government contract for a private employer, the violation should be reported to the State labor department. It would also be advisable to report the violation to the department for which the work is being performed so that action could be taken in those cases in which the contract specifically called for compliance with all State labor laws.

Letters of Comment
on U.S. Defense work

, 1941

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The statement in Mr. Clarence Cannon's letter to the effect that some members of the Committee felt these investigations could be deferred as they had not proved effective is puzzling. Presumably he refers to the occupational analyses of work which women might perform effectively in defense industries. It is just these analyses that have been used so effectively. For example, the Consolidated Aircraft Corporation of San Diego, California, telephoned us long distance requesting that 12 copies of the aircraft analysis be sent to them. Since that time they have organized a school for training women and are beginning on their employment.

Vultee used it in its employment of women which according to latest figures has reached 800. Numerous members of the Lockheed staff have called for the study together with a mass of data concerning women's employment. The delay in the employment of women is occasioned by other factors which they are calling upon us to help solve.

Glenn Martin is also using our reports as they are beginning to take on women.

In order that you may see the very direct use made of our practical analyses, I am attaching a few letters received concerning them.

The failure to secure this appropriation is very serious for in addition to the problems of women in defense, we are overwhelmed by the problems resulting from their unemployment through the rationing of raw materials.

With many thanks,

Sincerely yours,

Mary Anderson, Director

BMN:LW

October 30, 1941

The Honorable Robert Ramsbeck
House of Representatives
Washington, District of Columbia

My dear Mr. Ramsbeck:

We appreciate very much your effort in behalf of the Women's Bureau's emergency appropriation. We were not aware until Monday morning that the conferees had met on Saturday.

The statement in Mr. Clarence Cannon's letter to the effect that some members of the Committee felt these investigations could be deferred as they had not proved effective is puzzling. Presumably he refers to the occupational analyses of work which women might perform effectively in defense industries. It is just these analyses that have been used so effectively. For example, the Consolidated Aircraft Corporation of San Diego, California, telephoned us long distance requesting that 12 copies of the aircraft analysis be sent to them. Since that time they have organized a school for training women and are beginning on their employment.

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With many thanks,

Sincerely yours,

Mary Anderson, Director

BMN:LW

Copy

OFFICE OF PRODUCTION MANAGEMENT
SOCIAL SECURITY BUILDING
Washington, D. C.

August 13, 1941

Miss Bertha M. Nienburg
Acting Director, Women's Bureau
United States Department of Labor
Washington, D. C.

Dear Miss Nienburg:

Thank you for having made available to us a copy of your bulletin, "Employment of Women in the Manufacture of Artillery Ammunition."

We are very pleased to know that you are conducting studies of this kind and have made this particular copy available to the officials in our Labor Supply Branch.

Sincerely yours,

/s/ Eric A. Nicol
Executive Assistant
to Mr. Hillman

COPY

OFFICE OF PRODUCTION MANAGEMENT

Office Memorandum

Date: June 12, 1941

To: Miss Anderson

From: C. R. Dooley

Subject:

Many thanks for sending me your bulletin "Women's Factory Employment in an Expanding Aircraft Production Program" which I have read and think is excellent.

Can you send me 25 copies to send to our District Representatives?

COPY

NATIONAL HEADQUARTERS

SELECTIVE SERVICE SYSTEM
21st Street and C Street, N. W.,
Washington, D. C.

June 11, 1941

The Director,
The Women's Bureau,
United States Department of Labor,
Washington, D. C.

Dear Miss Anderson:

I have read with interest and with great profit your study on Women's Factory Employment in an Expanding Aircraft Production Program. I want to express to you my appreciation of your thoughtfulness in making this available to me.

I should be very glad, if it is possible, for me to receive 52 copies of this paper for distribution to the Directors of the States, Territories and the District of Columbia.

With best regards, I am

Sincerely yours,

(s) Lewis B. Hershey
Deputy Director.

Copy

BOARD OF EDUCATION
Buffalo
New York

July 17, 1941

Miss Mary Anderson, Director
U. S. Department of Labor
Women's Bureau
Washington, D. C.

Dear Miss Anderson:

May we assure you that your survey of Aircraft data has served a wonderful purpose in meetings where the women-in-industry question was discussed?

Have you recent findings in other lines of Defense work? If so, we would appreciate receiving same.

For your information, we are now training women in Lens Grinding in one of our Schools and they are doing a real job.

If we can be of any service, please do not hesitate to call on us.

Sincerely yours,

/s/ George J. Toles
Coordinator for Industry
NATIONAL DEFENSE TRAINING PROGRAM

GJT:el

COPY

ST. LOUIS AIRCRAFT CORPORATION
Subsidiary of the St. Louis
Car Company, 5000 North Broadway, St. Louis, Missouri.

June 28, 1941

Miss Bertha Nienburg,
Women's Bureau,
United States Department of Labor,
Washington, D. C.

Dear Miss Nienburg:

Please send us twelve or fifteen copies of your publication entitled, "Women's Factory Employment in an Expanding Aircraft Production Program." Forward them promptly, and if there is any charge, advise amount involved and we will promptly remit.

Yours very truly,

/s/ Edwin B. Meissner,
President and General Manager.

EBM/S

Copy

STATE OF CONNECTICUT
DEPARTMENT OF LABOR AND FACTORY INSPECTION
Employment Security Division
Connecticut State Employment Service
Affiliated with
Social Security Board

State Office Building
Hartford

August 5, 1941

Women's Bureau
U. S. Department of Labor
Washington, D. C.

Mesdames:

We are very much interested in receiving ten copies of your publication EMPLOYMENT OF WOMEN IN THE MANUFACTURE OF SMALL ARMS AMMUNITION, dated June, 1941.

Several areas in this State are preparing to introduce training courses for women and the material contained in this publication should prove of value to the respective committees.

Very truly yours,

/s/ Leonard J. Maloney
Director

By William G. Ennis
Field Supervisor

WGE:e

Copy

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF PUBLIC INSTRUCTION
Harrisburg

August 19, 1941

Women's Bureau
U. S. Department of Labor
Washington, D. C.

Gentlemen:

I would appreciate your sending six copies of your latest bulletin "Employment of Women in the Manufacture of Small Arms Ammunitions" and the "Employment of Women in the Manufacture of Artillery Ammunition."

We would appreciate this information for purposes of our national defense training program.

Sincerely yours,

/s/ Urwin Rowntree, Chief
Industrial Education

Copy

THE PRODUCTO MACHINE COMPANY

Bridgeport, Connecticut

August 21, 1941

U. S. Department of Labor
Women's Bureau
Washington, D. C.

Dear Madam:

Have received your letter of the 15th with attached conservative statement of the work which women can do effectively in aircraft building.

The writer has read this with a good deal of interest as our company has added some women to the productive personnel and is planning to add more. We believe the study you have made is comprehensive and very well done and we appreciate your courtesy in sending it to us.

Very truly yours,

THE PRODUCTO MACHINE COMPANY

/s/ M. M. Marsilius,
President

MMM/BW

Miss Eloise Davison, Assistant Director
Office of Civilian Defense
2000 Massachusetts Avenue, N. W.
Washington, District of Columbia

My dear Miss Davison:

I have given careful thought to your desire to make the industrial woman worker a part of your volunteer defense activities. Because these women are working the maxium hours permitted by law, they are rendering the best service for defense. To call upon them to take courses of study or to engage in other activity which makes demands on their strength would seem to be asking double duty of them.

However, the women's auxiliaries which are made up of the wives and relatives of trade union men would seem to be an excellent group to integrate into your plan for civilian defense. I am asking the Women's Bureau to send you a list of these women's auxiliaries together with names of the presidents to whom you should write. If you will ask these leaders to confer with you or with your State Councils, I am sure they will take an active part in civilian defense.

Very truly yours,

Women's Bureau

October 16, 1941

BMN:LW

Prepared for the Secretary's signature

Office of Civilian Defense

Washington

October 6, 1941

The Honorable Frances Perkins
The Secretary of Labor
Washington, D. C.

My dear Secretary Perkins:

This is to confirm the helpful conference with you on October 1. We are eager to have information on the number of women in industry. What defense activities of a voluntary nature are already being carried on within industrial organizations? How can women in industry best be integrated into the general volunteer participation plan for Civilian Defense? What are the labor organizations through which we should work to reach large numbers of women? What would be our best procedure for interesting women in industry in special courses set up by local defense councils? Which courses can best be set up to be most useful to these groups? What is the best means of getting before them as busy as they are the activities that are available in their own localities? Who would be the best persons to check our courses prepared for defense?

Whether women with children should be recruited or not, we fact the fact that they have been. What temporary expedients could be developed as a volunteer activity for meeting this problem? Can a specific policy be laid down which might be a part of our defense activities and which would stimulate the recruiting of women without family obligations? How best can this be done?

The importance of this group of women in industry to an entire Civilian Defense program is great. In summing up our problem, we need to know from you or the members of your organization how best our plans can be made effective for them.

Very cordially,

(Signed) Eloise Davison

Assistant Director

466

Defense

WOMEN'S BUREAU
OCT 14 1941
DEPARTMENT OF LABOR

OFFICE OF PRODUCTION MANAGEMENT

OFFICE MEMORANDUM

To: Miss Mary Anderson Date: October 13, 1941

From: Thelma McKelvey tmc

Subject: Warren-Knight Company

Attached is a copy of a letter received by Mr. Dooley from H. W. Jones, TWI representative in Philadelphia, giving an account of his contact with the Warren-Knight Company of that city. This is a follow-up of your letter of August 26.

If there is anything further you want done on this, please let me know.

OFFICE OF PRODUCTION MANAGEMENT

SOCIAL SECURITY BLDG.

Washington, D. C.

COPY

October 2, 1941

Training within Industry
Philadelphia District Office

Mr. C. R. Dooley, Director
Training within Industry
Office of Production Management
Social Security Building
Washington, D. C.

Dear Mr. Dooley:

Following the instructions in your memorandum of September 12th Panel Member Driver visited the Warren-Knight Company in Philadelphia and talked to Mr. Potteiger, the Secretary-Treasurer, and to Mr. J. H. Warren, the President. The company manufactures high-grade surveying instruments and also repairs and re-sells second-hand equipment. At present they are working on an order from the Navy for 240 protractors, of which about 100 have been delivered. They employ 35 people, of whom about 23 are in production work. Working hours have been increased from 44 to 50, with a further contemplated increase to 54 per week.

The average age of the working force isvery high. What training has been done has been fortuitous rather than planned, and the entire management is distinctly conservative.

Mr. Driver feels that the following recommendations should be made to the management as rapidly as the management is able to accept them and act upon them:

1. Establish a definite upgrading program endorsed by the workers.

2. Systematize and simplify manufacturing operations.

3. Install an apprentice training program.

4. Centralize responsibility for training in one or more individuals in close contact with manufacturing operations.

5. Use Vocational Schools for pre-employment training where practical.

6. Give three or four of the employees OPM Job Instructor Training.

Recommendations 3 and 6 have already been made to the management. The management has indicated that it would like to have three men given the OPM JIT training as soon as a mixed group can be formed. The management has also had a preliminary conference with Mr. Hagerty of the Apprenticeship Committee, and he reports that he believes negotiations will go through to a favorable conclusion in a reasonable time.

Very truly yours,

/s/ H. W. Jones
District Representative

cc - Mr. R. S. Driver

File

September 16, 1941

Mr. J. H. Warren
Warren-Knight Company
136 North 12th Street
Philadelphia, Pa.

My dear Mr. Warren:

I have your letter of September 13, and I am sorry that the Philadelphia representative of the Training-Within-Industry Division of the Office of Production Management, Mr. Jones, has not been able to come over to you before this. I referred our report to that division. I understand, however, that Mr. Jones is going to contact you this week.

I think that you hage some misunderstanding of our function. We do not have the right to suspend any State labor law, nor does any Government bureau have that right. That would have to be taken up with the State Department of Labor in Harrisburg. We can only make an investigation and report on the situation as we find it.

I understand that the Department in Harrisburg has already permitted an extension of the women's hour law from 44 to 48 hours a week in certain individual firms which have been very hard pressed on defense orders and cannot get additional employees, and that they are very loathe to extend the hours beyond 48. Therefore, we hope it may be possible for you to make some other adjustment in the training of employees.

Sincerely yours,

Mary Anderson, Director

MA:IS

WARREN-KNIGHT COMPANY

MAKERS OF
STERLING SURVEYING INSTRUMENTS

ENGINEERING AND
DRAFTING SUPPLIES

TELEPHONES
LOCust 39-84
RACE 55-67

136 NORTH 12TH STREET,
PHILADELPHIA, PA.

WOMEN'S BUREAU
DEPARTMENT OF LABOR

September 13, 1941

U. S. Dept. of Labor
Att: Miss Mary Anderson, Director
Women's Bureau,
Washington, D. C.

My dear Miss Anderson:

Your letter of August 26th received in answer to mine relative to obtaining permission to have our Women instrument makers work longer hours than those limits set by the Penna. Labor Dept.

We are now engaged on some very important Defense Production in which we are actually being held back by the State imposed hour limit.

The nature of the work is such that we can gain nothing by taking on additional employees as those now on the work are specially skilled and not easily augmented.

Our skilled workers are willing and able to put in two or three additional hours on two or three days a week and we are willing to pay them time and a half for this additional overtime and await only for authority from you to put this additional time schedule into effect.

Trusting the National Emergency will enable you to authorize this additional time at a very early date, we are

Very truly yours,
WARREN-KNIGHT CO.

By J. H. Warren B.
J. H. Warren

JHW/B

GOLD MEDAL AWARD
SESQUICENTENNIAL INTERNATIONAL EXPOSITION

August 26, 1941

Miss Thelma McKelvey, Special Assistant
Labor Supply and Training
Office of Production Management
Social Security Building, Room 5717
Washington, D. C.

Dear Miss McKelvey:

I am sending you a report of our investigation of the request of the Warren-Knight Company of Philadelphia for relaxation of the Pennsylvania labor laws to permit their women employees to work 9 hours a day, 50 hours a week on defense orders.

We find that it is a small company, like the one in Ohio. I would recommend that if they have more work than the present staff can do, that they grade-up a little more than they have been doing. They need another instrument maker, and that would mean more women employees, which are easily attainable.

I believe that the Training-Within-Industry division under Mr. Dooley can do something to help this company, other than asking the Department of Labor of Pennsylvania to further increase the hours of work.

Sincerely yours,

Mary Anderson, Director

MA:IS

August 26, 1941

Mrs. Mary Rice Morrow, Director
Bureau of Women and Children
Department of Labor and Industry
Harrisburg, Pennsylvania

Dear Mrs. Morrow:

I am sending you a report on the Warren-Knight Company of Philadelphia who wrote to the Department of Labor asking if they could work their women employees longer hours on defense orders.

I am recommending that the Training-Within-Industry section of the Office of Production Management contact the firm and see if there cannot be up-grading or if they cannot be furnished with another instrument maker, instead of asking for another increase in hours of work.

Sincerely yours,

Mary Anderson, Director

MA:IS

August 27, 1941

Miss Rebecca G. Smaltz
Macomber Hotel
Cape May, N. J.

Dear Miss Smaltz:

I received your report on the Warren-Knight Company and have forwarded it to the Labor Supply and Training Division of the Office of Production Management, and have so notified Mr. Warren.

Thank you very much for helping us out on this.

Sincerely yours,

Mary Anderson, Director

IS

315 North 12th St.
Philadelphia, Pa.

Aug 25, 1941

WOMEN'S BUREAU
AUG 26 1941
DEPARTMENT OF LABOR

Miss Mary Anderson, Director
Women's Bureau
U.S. Dept. of Labor
Washington D.C.

Dear Miss Anderson:

I am enclosing the schedule for the Warren-Knight Co. I interviewed Mr. J. Henry Warren and went through the shop with him. It is a very small place — they have a salesroom and storage place on the first two floors, and their factory on the 3rd and 4th. As you will see by the schedule they employ only 5 women and 18 men. I asked especially about the up-grading and stressed our interest in spreading employment, mentioning specifically the women from the hosiery mills. Mr. Warren stated that they up grade as a regular and definite policy, women as well as men. But apparently they need one or two more highly skilled workers than they now have, and see no prospect of obtaining such in any near future.

They have one highly skilled instrument maker, their Superintendent, who supervises and does the final assembling on each instrument. They want to work their women longer hours assisting him. Employing additional women wouldn't help because of this "bottleneck". The Penna Dept has granted them 48 hours a week, and I rather think that is fairly satisfactory although even so they can not reach the production the Navy Dept wants.

I hope the enclosed schedule gives all the necessary data for a decision, and I am very glad to do this little job. I had to come to Phila on Mer business, anyway, and I'm not missing out on any vacation. I hope you and all the Bureau people are well, and send my greetings and best wishes.

Sincerely yours,

Rebecca G. Smith

August 22, 1941

Miss Rebecca G. Smaltz
Macomber Hotel
Cape May, New Jersey

(Copy to Smaltz Bldg.
315 North 12th Street
Philadelphia, Pa.)

Dear Miss Smaltz:

I am enclosing a copy of the letter from Mr. Warren of the Warren-Knight Company. You will see that he wants to work his women 9 hours per day and 50 hours per week, and it is true what he says, that the Frankford Arsenal is working women in the instrument factory and on time fuses 57 and 58 hours per week. The State Department of Labor in Pennsylvania and the O.P.M. here are protesting to the War Department on working these long hours in the Frankford Arsenal.

I am enclosing the schedule that we use for such investigations but we do not have everything on this schedule. I would like to know if the firm feels that they could up-grade the women so as to put on women in other capacities that are not so skilled. That is what they are doing with the men in tool making and all the other highly skilled occupations. There are plenty of women out of work in Philadelphia, with the silk mills closed, who have mechanical skill that would be helpful in this. If up-grading can be done, O.P.M. will send their person on within-factory-training to help them to do that.

I am sure that the State Department of Labor would not go beyond 48-hours a week and I feel that it should not be any longer hours, and the O.P.M. feels so. But of course you will not say anything like that to the employer, but do find out if he feels that up-grading can be done. I shall report this to the O.P.M. just as soon as I get your report.

I am very glad that you can do this because Miss Erickson has not returned and Miss Manning and Miss Anderson are on vacation, and these are the three people who have been doing this work. I am sorry to take you away from your vacation but you really can go back to it right away.

Sincerely yours,

MA:IS

Mary Anderson, Director

P. S. I am sending a copy of this letter to your Philadelphia address, with a copy of the schedule, in case this does not reach you at Cape May.

CLASS OF SERVICE

This is a full-rate Telegram or Cablegram unless its deferred character is indicated by a suitable symbol above or preceding the address.

WESTERN UNION

1201

SYMBOLS

DL = Day Letter
NT = Overnight Telegram
LC = Deferred Cable
NLT = Cable Night Letter
Ship Radiogram

R. B. WHITE, PRESIDENT
NEWCOMB CARLTON, CHAIRMAN OF THE BOARD
J. C. WILLEVER, FIRST VICE-PRESIDENT

The filing time shown in the date line on telegrams and day letters is STANDARD TIME at point of origin. Time of receipt is STANDARD TIME at point of destination

1941 AUG 21

PA914 28 NT XC=CAPEMAY NJ 21

MISS MARY ANDERSON,DIRECTOR=

WOMENS BUREAU US DEPT LABOR WASHDC=

CAN INVESTIGATE WARREN KNIGHT CO MONDAY. WILL BE AT MACOMBER HOTEL CAPEMAY NJ UNTIL SUNDAY EVENING. CAN BE REACHED SMATZ BUILDING 315 NORTH 12TH ST PHILADELPHIA MONDAY MORNING=

REBECCA G SMALTZ.

315 12.

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

STANDARD FORM No. 14
APPROVED BY THE PRESIDENT
MARCH 10, 1926

TELEGRAM

OFFICIAL BUSINESS—GOVERNMENT RATES

FROM Labor Dept.

BUREAU Women's

CHG. APPROPRIATION Salaries and Expenses

U. S. GOVERNMENT PRINTING OFFICE 10—1723

August 21, 1941

Miss Rebecca Smalts
Macomber Hotel
Cape May, N. J.

RECEIVED LETTER WARREN-KNIGHT COMPANY PHILADELPHIA ASKING PERMISSION WORK HIGHLY SKILLED WOMEN ON DEFENSE ORDERS NINE HOURS DAILY FIFTY HOURS WEEKLY. COULD YOU INVESTIGATE THIS PLANT? CAN SEND YOU SCHEDULES AND MORE INFORMATION. SHOULD BE DONE NEXT MONDAY. PLEASE WIRE REPLY.

MARY ANDERSON

MA:IS

August 26, 1941

Mr. J. H. Warren
Warren-Knight Company
136 North 12th Street
Philadelphia, Pa.

My dear Mr. Warren:

Upon the report of our agent who visited your firm yesterday, we are forwarding your letter of August 20 and our report to the Labor Supply and Training Division of the Office of Production Management. I am sure that they can be of help to you and will communicate with you very shortly.

Sincerely yours,

Mary Anderson, Director

MA:IS

2nd draft - 6/9/41

Women's Bureau
U. S. Department of Labor
Washington

APPLICATIONS FOR EXEMPTIONS FROM LABOR LAWS

APPLICATION

1. Forwarded from: _____ Official _____ Date
2. Concerning Warren-Knight Co. 136 North 12th St. Phila. Pa.
   Company Address
3. Statement of Case Request for lengthening hours of women employees. U.S. Navy, Army, Aircraft are pressing for delivery of precision instruments - specifically, three-arm protractors. Only 1 other factory makes these instruments. This firm has only 1 man who is highly enough skilled to do and to supervise the final assembly and inspection. They have received permission from the Penna. Dept of Labor to work their 5 women employees 10 hours a day, 48 hours a week. They still desire more leeway - they would like to be allowed to work them occasionally 3 hours a night, from 6 to 9 P.M. to assist this highly skilled instrument maker at peak periods which come about once a month for about 2 nights. They suggest that they could report each month on each woman's overtime which the Dept could stop at its discretion. They state they do not desire excessive overtime as it affects the quality of the work.

LABOR LAWS APPLYING TO CASE

Penna State Law permits 8 hours a day, 44 hours a week for women.

FIELD EXAMINATION OF CASE — Date: 8-25-41 — Agent: R.G. Smalta

1. Entire Plant

1. Major Products	Volume 1940 Normal	Volume 1940 Defense	January - June 1941 Normal	January - June 1941 Defense	Production Scheduled July - December 1941 Normal	Production Scheduled July - December 1941 Defense
Three-Arm Protractors	12-25	25	—	100	—	167
Surveying Instruments and special instruments to order						
Entire production now devoted to defense orders						

2. Building expansion Accomplished: They are working on Navy Dept order # 80-692 for 267 protractors

None

To be accomplished: Date

None

3. Labor:	1st Shift	2nd Shift	3rd Shift
Men	18	None	None
Women	5	None	None

11. For each Department concerned in application

1. Function Women are on preliminary cutting, grinding, polishing and assembling of protractor parts. Shop too small for departmental set up.

2. Occupations involved 1 milling machine operator
3 machine operators on various kinds of lathes
1 hand assembler on machine op.

3. Production tie-up with other Departments Work done by these women releases men for more skilled operations - none of the women are on "top" work at present. Men could do this work though no men are on these jobs.

4. Floor Space: Used 1940 2 long narrow floors + relatively small shop | Used Jan.-June 1941 Same | Available July-Dec. 1941 Same

5. Labor

		1st Shift	2nd Shift	3rd Shift
A. Employed 1940	(Male	15		
	(Female	3		
Employed 1941 Jan.-June	(Male	18		
	(Female	5		
Required 1941 July-Dec.	(Male	Could use 3 shifts if 2 more highly skilled instrument makers were available		
	(Female			
Available 1941 July-Dec.	(Male	18		
	(Female	5		

6. Special qualifications of woman labor required 1941 Mechanical ability, carefulness, and accuracy.

7. Hours

		1st Shift	~~2nd Shift~~ Saturday	~~3rd Shift~~
1940	(Men	7:30 - 4:15 3/4 L	7:30 - 11:30	44 hour week
	(Women	Same	Same	44 " "
Jan.-June 1941	(Men	7:30 - 4:15 3/4 L	7:30 - 12:30	45 " "
	(Women	Same	7:30 - 11:30	44 " "
June-Dec. 1941	(Men	7:30 - 5:15 3/4 L	7:30 - 12:30	50 " "
	(Women	7:30 - 5:02 3/4 L	7:30 - 11:45	48 " "

8. Other conditions affecting woman labor employment Cannot employ larger force unless could get one or two additional highly skilled instrument makers. Have one at present - this constitutes the bottleneck - each instrument produced has to be checked and partly assembled by him.

9. Equipment

Availability for expansion needs N.R.

10. Other factors essential to case This firm up-grades its workers both men and women as a definite policy. If they could get highly skilled instrument makers they would employ more women and more men. One new woman is now being trained, the men are continually learning new operations.

Recommendations: The granting of the 48 hour week has helped this company. They would still like a 50 hour week, and also allowance for night work at peaks. Apparently they cannot solve their problem unless they can get or train one or two more instrument makers or unless they can work their present ones long hours and give him assistance from the women (or men) employees. The instrument maker - he is the shop - does a great deal of routine work.

WARREN-KNIGHT COMPANY

MAKERS OF
STERLING SURVEYING INSTRUMENTS

ENGINEERING AND
DRAFTING SUPPLIES

136 NORTH 12TH STREET,
PHILADELPHIA, PA.

TELEPHONES
LOCUST 39-84
RACE 55-67

AUG 21 1941

August 20, 1941

U. S. Dept. of Labor
Washington, D. C.

WOMEN'S BUREAU
AUG 21 1941
DEPARTMENT OF LABOR

P
44
5 2 days

Gentlemen:

The Pennsylvania Department of Labor has established a maximum of eight hours per day and 48 hours per week for female employees.

We have in our instrument factory a number of highly skilled women working on National Defense Orders who are willing and able to work longer hours, for instance, 9 hours per day -- 50 hours per week.

We understand that the women in the instrument factory at the Frankford Arsenal work 58 hours.

The various Government Departments including the U. S. Navy, Army and Aircraft are pressing us for deliveries of precision instruments beyond our productive capacity and as it is impossible to replace the female workers (due to the scarcity of skilled instrument workers throughout the United States) we are writing to inquire if authority may be obtained in the National Emergency to exceed the limitations set by the Penna. Dept. of Labor with respect to the maximum hours for female workers.

Very truly yours,

WARREN-KNIGHT CO.

J. H. Warren

JHW/B



GOLD MEDAL AWARD
SESQUICENTENNIAL INTERNATIONAL EXPOSITION

October 9, 1941

Application of the Night Work Provision of the Pennsylvania Woman's Law to Night Training Classes for Women.

This has reference to the letter dated September 29, 1941, from the Piper Aircraft Corporation to the Pennsylvania Bureau of Women and Children, inquiring whether it is permissible for that company to conduct a training course at which women would be given instruction in welding between the hours of 1 a.m. and 8 a.m.

The basic question raised by this letter is whether women attending such a course would be "employed or permitted to work" within the meaning of the Pennsylvania Woman's Law, and thus subject the company to penalties for violation of the night work provisions. In other words, are they employees during the hours they spend in training?

The Pennsylvania Woman's Law, like the Fair Labor Standards Act, is worded in terms of "permit to work". Under both laws, it is unnecessary for an individual to be formally hired in order for an employment relationship to exist. Since the definition of employment is similar, the criteria used to determine the existence of an employment relationship under the Fair Labor Standards Act may also be used for the same purpose under the Pennsylvania Woman's Law.

The Wage and Hour Division regulations with respect to industrial training programs provide that time spent at industrial training courses need not be considered hours worked if (1) attendance on the part of the employee is in fact voluntary; (2) the employee does not produce any goods or perform any other productive work during such periods of training; (3) the training course is given outside regular working hours; and (4) the training course is intended to train the employee at a new, different, or additional skill, and is not intended to make the employee more efficient at doing what he has been doing in his present job.

Where an industrial training course is given for persons who are not regularly employed, an additional test is whether the purpose of training course is to provide the plant with a supply of trained workers. A copy of a letter written by the Administrator of the Wage and Hour Division to the Regional Director in their Chicago office indicates that where an employer is conducting a training school at night for the purpose of providing a trained force of operatives, there is some basis for holding that persons taking the training course are "learners", that is, employees entitled to the benefits of the Fair Labor Standards Act. The Solicitor's Office informs us that they have not yet prepared a formal legal opinion on this matter. The Wage and Hour Division has not drawn up any hard and fast rule on this type of situation but are basing determinations of coverage on an appraisal of the facts in each individual case.

The letter from the Pennsylvania firm does not contain a sufficient account of the facts to answer the question as to whether an employment relationship would exist between the company offering the night training course and the women taking it. The Pennsylvania Bureau should obtain more detailed information as to whether the women taking the course are regular employees of the company; or if not, whether the intention is to hire them after they finish the course; whether they will be performing productive work, etc. Information on these points is necessary before a determination can be made as to whether the training course proposed by the Piper Aircraft Corporation would be in violation of the night work provisions of the Woman's Law.

Files,
No answer necessary

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE FOR EMERGENCY MANAGEMENT

DIVISION OF
DEFENSE HOUSING COORDINATION

1600 EYE STREET
WASHINGTON, D. C.

October 3, 1941

Miss Mary V. Robinson
Director of Public Information
Women's Bureau
United States Department of Labor
Washington, D. C.

Dear Miss Robinson:

As requested in your telephone conversation this morning I am enclosing herewith a copy of our chart "How Defense Housing is Built".

If we can be of any further assistance to you please do not hesitate to call upon us.

Sincerely yours,

Dana Doten

Dana Doten
Information Adviser

Enclosure

Defense—Ja

October 3, 1941.

Mrs. Inez Manderson, Special Assistant to the Director,
Resettlement Division,
Farm Security Administration,
U. S. Department of Agriculture,
Washington, D. C.

Dear Mrs. Manderson,

I am enclosing a copy of the report on women's dormitories, based on our interview of the other day. I appreciate immensely your willingness to check this report to see whether I have presented the right information in the right way.

You will observe from the various question marks that I have put in the margin that I am uncertain about some of my statements. Doubtless you will find other points that may need revision. I am sure that you will feel perfectly free to change the report in any way that you see fit, delete any statements that may seem inadvisable, or add any that may seem necessary.

I am not planning to have this report published in this form, of course, but as we shall need to use it for reference purposes we are naturally concerned about having all data accurate and correct from your viewpoint.

Very truly yours,

Mary V. Robinson, Director,
Division of Public Information.

MVR/ll
Encl.

September 22, 1941

To: Col. Frank J. McSherry
Director of Defense Training
Federal Security Agency

From: Mary Anderson, Director
Women's Bureau

When one of our agents was looking into the shell loading plant in Kingsbury, Indiana (near La Porte), she learned of the following situation in regard to training of women:

Located in Elkhart, Indiana, is a branch of the Smoler dress factory of Chicago. In the latter place this firm has had anything but an enviable reputation in the past. A vocational school is being operated for the training of power machine sewers in Elkhart, where the Smoler Company is the only large firm where power machine sewers could be employed. A few could be employed in two small bedding factories and in another small outlet in Goshen that is within commuting distance.

It was the impression of Mr. Montague, Director of the Indiana Unemployment Compensation Office, Elkhart, that this vocational school was established upon the recommendations of someone from the Social Security Board in the Chicago office and an agent from Chicago of the Office of Production Management. To his knowledge the Smoler Company has no defense orders and they are still making a cheap line of dresses for women. In setting up the school, the Vocational Board purchased 12 single needle machines. The instructor is Miss Meyers, formerly a home economics teacher but a supervising forelady at Smoler's before she took charge of the school.

At first there were two classes daily, four hours in the morning and four hours in the afternoon. Now they plan to concentrate with only one class eight hours daily. The first groups of trainees taken on in November 1940 were from the WPA but these were not acceptable to the Smoler Company and were not hired by them, so since that experience the employment office has been recommending as trainees only those that are likely to get jobs with the Smoler Company.

An estimate of 150 to 200 trainees have probably gone through the school during 1941 and as far as is known in the employment office the vast majority have been employed by the Smoler Company.

Arrangements for this school were made before Mr. Montague was transferred to the Elkhart office. Miss Houston, his assistant, seemed to have most of the facts and as far as she knows the employment office was not consulted at the time the arrangements for the school were made and feels that it is merely a feeder for an individual firm which is not actively engaged in defense work.

MA:IS

September 13, 1941

Mr. A. E. Smith
1167 Juliet Avenue
St. Paul, Minnesota

My dear Mr. Smith:

At the request of Miss Florence Burton, we are very glad to enclose some material dealing with women workers and defense work. If we can be of any further assistance to you, do not hesitate to call upon us.

Sincerely yours,

Mary Anderson, Director.

sent
Aircraft
Small Arms
Ord. Standards & Spec 1 + 2

M:eu .

Department of Labor and Industry
Industrial Commission of Minnesota
STATE OFFICE BUILDING
SAINT PAUL

September 9, 1941

N. H. DEBEL
CHAIRMAN
P. J. O'CONNOR
J. D. WILLIAMS
COMMISSIONERS
E. D. McKINNON
SECRETARY
EMILY L. OLSON
ASST. SECRETARY

Miss Ethel Erickson
Women's Bureau
U. S. Department of Labor
Washington, D. C.

Dear Miss Erickson:

Your fame has followed you and I am now requesting that you send me, just as you sent to Mr. Charles Horn, two more sets of the publication relating to the munition and aircraft industries.

— 3 reports + letter dtd 9/14

Mr. A. E. Smith, who is now with the Federal Cartridge Company doing safety work, is very much interested in these pamphlets and although Mr. Horn may have six copies, he certainly has not given any to him. He really "rifled" my office and took all of my defense material which I had obtained from your office. I am, therefore, asking you to send directly to Mr. A. E. Smith, 1167 Juliet Avenue, St. Paul, Minnesota, the three pamphlets which you gave to me which I refused to give to him because I wish to keep one set on hand. Will you also send me an additional set and I assure you I will not let them stray away from my office.

2 set all defense sent to Miss Burton send all Minn State laws

If you return, I am hoping that you will have a chance to see Mr. Smith who is very safety conscious and who did appreciate the story about the hair nets. It always gives me a lift to see you and I am looking forward to your return.

Sincerely yours,

Florence Burton, Chief
Division of Women and Children

FB:EG

Drink More MILK, Eat More BUTTER, For Your HEALTH and PROSPERITY

Defense
Gen

Miss Elsie Harper, Sec'y
Public Affairs Committee
Nat'l Bd Y.W.C.A.
600 Lexington Ave.,
N.Y.

sent Small Arms & Artillery 9/5/41

Opal Boynton, Program Super.
U.S.O. Defense Ind. Areas,
Y.W.C.A.
600 Lexington Ave.
N.Y.

sent Aviation, Small Arms, & Art. Rept
8/41 See letter Natl Bd Y.W.C.A.

Miss Lillian Sharpley
Business & Prof. Sec'y
Div. of Community Y.W.C.A8s
600 Lexington Ave.,
New York, N.Y.

sent Aviation, Small Arms, & Art. 9/5/41.

Defense Gen

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
WASHINGTON

September 3, 1941

Miss Margaret K. Anderson
4421 Second Avenue, N. W.
Seattle, Washington

My dear Margaret Anderson:

It was so good to have your letter of September 1 telling of your work in the Seattle area. I will look forward to the detailed report with interest.

Because there is immediate need for our instrument study, this should take presidence over anything done in ship-building. I think, however, it would be well to tell Commander Adams that if a formal request is forthcoming from the Navy Yard, we will undertake such a survey later in the year.

I have heard indirectly that some of the Navy men are very much interested in the employment of women in the manufacture of naval instruments. As soon as either you or Miss Erickson returns, I want to contact them and at the same time we will call on Mr. Poizet.

Our Chicago firm of Bell and Howell wrote that the people you would have to see would not be there the first week in September but they would be glad to receive you later. However, they stated that their own setup did not permit the use of women which makes me think it is better to get in touch with some of the larger firms first.

Miss Erickson expects to be here on the fifth so that we can plan together on carrying out the instrument survey.

I am sure your vacation has been excellent and am so glad you have had this opportunity to go through the ship-building plants.

Looking forward to seeing you.

Sincerely,

Bertha M. Nienburg,
Acting Director

COPY FOR MISS MARY ANDERSON

Mr. Martin Carpenter

September 3, 1941

Thelma McKelvey

Additional Replies to Form Letter Sent to Defense Contractors in Southern California, Connecticut, and Wichita, Kansas, Urging the Employment of Women.

As a follow-up to my memorandum of August 11, I am listing below firms which have answered the form letter urging the employment of women to date, with a gist of their replies.

Lockheed Aircraft Corporation Burbank, California	Employ a few at Vega Airplane Co. Studying plans for fuller use now.
Timm Aircraft Corporation Los Angeles Metropolitan Airport 8055 Woodley Avenue Van Nuys, California	Finding it hard to secure trained men, so are considering employment of women for assembly work.
Jacobs Manufacturing Company Hartford, Connecticut	Applying women in machine work, but find conflict in no. of hours women may work under Conn. statutes. They've had temporary release by a ruling of the Labor Dept, and believe legislation to correct this situation is now being planned.
Colt's Patent Fire Arms Mfg. Co. Hartford, Connecticut	Will bring in more and more women.
The Whitney Blake Company New Haven, Conn.	100% behind the idea--changed shifts to allow for employment of women on second shift. Employing handicapped persons too.

Hartford Machine Screw Company Hartford, Connecticut	Employs 450 women workers-- 1/3 of total factory help. Employ 40 Negroes.
Manning, Maxwell, and Moore, Inc. Chrysler Building, New York	In 1939 expanded the employment of women.
Ryan Aeronautical Company Lindbergh Field San Diego, California	In accord with policy-- have been employing women and training them.
Menasco Manufacturing Company 805 South San Fernando Blvd. Burbank, California	Making a study of operations which could be handled by women.
Vultee Aircraft, Inc. Vultee Field California	They are pioneers in the use of women. Employing 300--machine shop inspection, electrical sub-assembly, and final assembly conveyor lines.
Pacific Scientific Company 1430 Grange Vista Avenue Los Angeles, California	When circumstances dictate, due consideration will be given to this matter.

Defens—
General

WOMEN'S BUREAU
SEP 3 1941
DEPARTMENT OF LABOR

Bremerton, Washington
September 1, 1941

Bertha M. Nienburg
Assistant Director
Women's Bureau
U. S. Department of Labor
Washington, D. C.

Dear Miss Nienburg:

As you see I am still in the Pacific Northwest rather than California. I finally decided not to go to California because my work here took a little longer than I had expected and my brother-in-law, with whom I was to ride to California, could not wait any longer than the prearranged date of departure. I think it was just as well that I stayed here because I would have had so little time to spend in California anyway.

I made the calls which you requested including Boeing Aircraft Company, Commander F. D. Manock and the State Employment Office, and at each place other leads developed. These included the N. Y. A. Training Center, the Secretary of the Metal Trades Council, General H. G. Winsor district representative in the Office of Production Management, the Seattle Chamber of Commerce, the Associated Shipbuilders' Corporation, and the Seattle-Tacoma Shipbuilding Corporation, all being in Seattle.

Commander Manock had practically no ideas regarding the general feasibility of using women in shipyards and after considerable discussion it was decided that it would be best if I got in direct touch with some of the shipbuilders and discussed the general problem of use of women with them. I went to the main office of the Seattle-Tacoma Shipbuilding Corporation which is the largest in the Puget-Sound area with three yards in Seattle and one in Tacoma, and also to the Associated Shipbuilders' Corporation. At the Seattle-Tacoma Shipbuilding Corporation both the Personnel Manager and General Manager were most cooperative, and they suggested that I make a quick tour of one of their yards so I would have some general idea of what shipbuilding involved. I was told that if at some future time we decided to make a survey in shipbuilding we were welcome to come back to their yards.

As a result of the Seattle interviews the general picture presented was that under the present state of emergency the existing labor supply of male workers seemed adequate in the Puget Sound area, there being quite a reserve of young men in the four states of Washington, Oregon, Idaho and Montana which was being drawn upon for work in both Alaska and the Pacific Northwest. Because of this, not many of the manufacturers had given serious consideration to the use of women, but those engaged in training defense workers had given some thought to future training of women for defense work but nothing definite had been done about it.

The shipbuilders did not feel that any large proportion of women could ever be used in shipbuilding because of the heavy nature of most of the work, but women could be used to a limited extent. As far as they could see the male labor supply would be adequate and the issue of using women did not seem adequate to warrant a special study of extension of women's employment in shipbuilding.

I then went to the Puget Sound Navy Yard in Bremerton and saw the training officer, Commander C. D. Adams. He had received a circular letter from the Navy Department in Washington D. C. in the first part of July 1941 pointing out the need for giving consideration to new fields of employment for women in the shipyards. He had a preliminary report on this based upon the views the the foremen in the various shops, many of these foremen having worked in the Navy Yard during the last war when women were used in production work.

Commander Adams was in accord with the views of the shipbuilders in Seattle that the male labor supply was sufficient for immediate needs, but he felt that a survey should be made pointing out new occupations for women so that more specific plans could be made for training women in case a state of emergency was reached where women would have to be used. He was very anxious that I make a hurried tour of the yard with him so I would have some idea of what Navy Yard work involved, so I spent this last Saturday afternoon going through the Yard. He did not feel that he was in a position to say what jobs women could do and could not do and was most anxious that the Women's Bureau make a survey in the yard. He was also certain that the Navy Department in Washington D. C. would be interested in the findings of such a survey.

The circular letter which was sent out by the Navy Department in Washington D. C. was written by Charles Piozet, Director of Personnel, and it was dated June 26, 1941. Possibly you would want to get in touch with him before you decided whether or not a survey should be made in shipbuilding which would of course cover Navy Yard repair and construction as well as private shipbuilding. I told Commander Adams I would write to you explaining the general employment situation in the Northwest and pointing out the Navy's interest in the increased employment of women in shipbuilding. He said he would have the Commandant of the Navy Yard write a letter asking that a survey be made if the our Bureau wished to have such a request. I am to get in touch with Commander Adams next week as soon as I hear from you regarding an authorization to make such a survey.

A dormitory has been constructed in Bremerton for housing single women working in the Navy Yard, and on Saturday (Aug. 30) I went over to see it. It has accomodations for 65 women and there are 15 living there at present, the dormitory having been opened June 1, 1941.

In the Navy Yard at the present time the only place where women are being used in the shops is as tool room attendants in some places and as power machine operators in the sail loft.

This letter is but a very brief summary of the outcome of interviews which I have made and I am preparing a detailed report on each interview which you will get later. If it is decided that I should not make a survey in shipbuilding, I had planned to leave Seattle by plane sometime next weekend, either September 6 or 7th. I received your telegram stating that I should not stop off in Chicago.

I would appreciate hearing from you as soon as possible next week so that I know what plans to make.

I have had a most wonderful vacation and I do hope that you, too, had an enjoyable time up in Massachusetts.

Sincerely yours,

Margaret Kay Anderson

Margaret Kay Anderson

Send reply to:
4421- 2nd Avenue N. W.
Seattle, Washington

December 1941

WOMEN'S BUREAU
U. S. Department of Labor
Washington

The employment of women at night is prohibited in manufacturing in the following States:

1/ California	11 p.m. to 6 a.m.
Delaware	10 p.m. to 6 a.m.
Massachusetts	10 p.m. to 6 a.m.
New York	10 p.m. to 6 a.m. (Women over 21) 9 p.m. to 6 a.m. (Women under 21)
1/ Kansas	9 p.m. to 6 a.m.
Pennsylvania Indiana	10 p.m. to 6 a.m.; In plants operating 2 shifts of not over 8 hours each and not over 5 days a week women may be employed until 12 midnight
Ohio	10 p.m. to 6 a.m. (Women 18 to 21)
New Jersey	12 p.m. to 7 a.m.
1/ Wisconsin	6 p.m. to 6 a.m.
2/ Connecticut	10 p.m. to 6 a.m.
2/ Nebraska	1 a.m. to 6 a.m. (In metropolitan and first class cities)

1/ In California, Kansas and Wisconsin, the night work prohibition does not appear in law. In California it is in an order of the Industrial Welfare Commission; in Kansas, in an order of the Commission of Labor and Industry; in Wisconsin, in an order of the Industrial Commission.

2/ In Connecticut, the Governor has authority to suspend the law; in Nebraska, the Labor Commissioner may permit employment all night.

Maryland and New Hampshire do not prohibit night work but limit night hours. In Maryland employment of women between 10 p.m. and 6 a.m. must not exceed 8 hours; in New Hampshire employment on more than 2 nights a week between 8 p.m. and 6 a.m. is restricted to 8 hours a night, 48 hours a week. This does not apply to the manufacture of munitions for the United States when the Nation is at war with another country.

FPS:IS

Defense - August 1941

EMPLOYMENT OF WOMEN IN DEFENSE INDUSTRIES OF THE PACIFIC NORTHWEST

Dates visited: August 20 - 30 1941

Agent: M. K. A.

WASHINGTON STATE EMPLOYMENT SERVICE
Interviewed: Mr. Fred Taylor, Asst. Local Manager
522 Fourth Avenue
Seattle, Washington

The Boeing Aircraft Company, Puget Sound Navy Yard, private shipyards and the Alaskan naval bases under construction are the chief drains on the labor supply of the Pacific Northwest. There is a scarcity of skilled labor but there still is a relatively large reserve of semi-skilled and unskilled male workers to be drawn upon before industry will give any serious consideration to the employment of women in new defense occupations. The four states of Washington, Oregon, Idaho and Montana are drawn upon to supply labor for the defense industries of the Pacific Northwest.

In the next six months 14,000 men will be needed for preemployment training in shipbuilding and in the next four months 5,000 men will be needed for preemployment training at the Boeing Aircraft Company. As yet the employment service has not done much toward recruiting these men but it is anticipated that many of them will be taken from the surrounding states. The employment service is responsible for selecting the trainees and keeping the training classes running at capacity and after the training it makes the job referrals.

There has been no indication in private industry that women are being considered for new lines of employment, and it had been noted in just one newspaper release that a woman was being trained to do some welding in some factory in the Puget Sound area. There was also no indication of a great number of women actively seeking factory work because the employment offices were even having difficulty filling calls for power machine operators, laundry workers and waitresses.

The regional labor supply committee, consisting of State Director of N. Y. A., the State Director of the Employment Service and the State Director of Vocational Education in each of the four states of Washington, Oregon, Idaho and Montana, had given tentative consideration to having a survey made of employment skills but nothing definite had been done along this line. Money to make such a survey would first have to be appropriated by the federal government and advisory committees would have to be set up in the various cities. In such a survey employers would be asked to circularize a questionnaire among their employees, and unions

WASHINGTON STATE EMPLOYMENT SERVICE (Cont.)

and different civic groups would participate in contacting persons not employed. The survey would attempt to reveal the latent unused skills in the area and the potential labor supply.

The State Employment Service was making a job analysis at Boeing Aircraft Company and in the pulp and paper industry. Women are used very little in the pulp mills but they are used quite extensively in the paper products factories.

Mr. Taylor did not feel that shipbuilding offered much of a field of employment for women.

* * *

N. Y. A. TRAINING CENTER
Interviewed: Mrs. Lorraine Wangaard, Asst. Supervisor of Seattle N. Y. A. Training Program
Central School, 7th and Madison
Seattle, Washington

The N. Y. A. work projects for women include household service, child care, foods, home nursing, power sewing, dressmaking, silk screen reproduction and toy repair. In the toy repair shop there are also a few boys enrolled. The only courses of a mechanical nature are "Airplane motors - theory and function" and "Mechanical drawing" and no women are enrolled in either.

The N. Y. A. people are interested in training women for defense industries but the training and work program is governed by advisory committees that try to meet the needs of industry, and as yet there have been no evidences of an inclination on the part of industry to use women in new fields. No plans have been made for the further training of women under the N. Y. A. program or at the Edison Vocational School in Seattle. (See pamphlet for Edison Vocational School courses and N. Y. A. work projects.)

OFFICE OF PRODUCTION MANAGEMENT (Seattle)

General H. G. Winsor, District Representative, Training Within Industry, Stuart Building, 4th and Union, Seattle, Washington

General Winsor made a rough estimate that possibly 10,000 to 15,000 women would be needed in defense industries in the Pacific Northwest, many of whom would be placed in clerical work. He had read where Detroit was to train 13,000 women for defense work and he thought that would be somewhat comparable to what Seattle should do. He mentioned that a survey was to be made of employment skills by the State Employment Service, the unions, etc., and on the basis of these findings he would know how many women would be needed. (Interview at the State Employment Service indicated that no such survey had been started and there was no certainty that it would ever be made.)

Those in the field of education and defense training had given some thought to training of women for new defense jobs but nothing specific had been done. They did not want to train women unless there were jobs for them and manufacturers as yet had not given much thought to the use of women. If women were to be employed additional restroom facilities would have to be provided and other plant adjustments made, and for that reason he thought some manufacturers hesitated in hiring women. Also, the unions would object to the hiring of women. General Winsor favored the use of women in expanding employment because it would simplify the housing problems.

The twelve shipyards not operating or under construction in the Puget Sound area will need from 25,000 to 40,000 workers. He felt women could be used for painting, subassembly welding and some lofting work in shipbuilding.

SEATTLE CHAMBER OF COMMERCE, INDUSTRIAL DEPARTMENT
Mr. D. C. Vail
Chamber of Commerce Building
Seattle, Washington

The largest shipbuilding companies in the Puget Sound area are the Seattle-Tacoma Shipbuilding Corporation, the Lake Washington Shipyards and the Associated Shipbuilders. Mr. Vail did not believe the shipbuilders or the sheet metal shops had given any thought to the use of women in the shops, but he suggested going to some of the larger shipbuilding companies and getting first hand information from them. He knew that women were used at the Continental Can Company and the American Can Company on some of the lighter work, but no women were used in other sheet metal shops or iron works to his knowledge.

13th NAVAL DISTRICT HEADQUARTERS, CIVILIAN PERSONNEL OFFICE
Commander F. D. Manock
Commander E. W. Hoffman
Exchange Building, 2nd and Marion
Seattle, Washington

The Civilian Personnel Office of the 13th Naval District Headquarters covers the states of Washington, Oregon, Idaho, Montana, Wyoming and Alaska. The general function of this office is "procurement, training and morale" of civilian personnel in industries having Navy contracts. Much of the work of this office was gathering of information regarding labor supply, defense contracts, capacity production of specific plants, etc.

A schedule had been compiled for shipyards and metal working plants having Navy contracts showing present employment figures as compared with capacity employment (See schedule) They were interested in

augmenting the time when capacity production was reached in these plants and when that point was reached they were afraid there would be a male labor shortage. As yet no women were known to be working in shipbuilding or the heavier metal trades and neither Commander Manock nor Commander Hoffman had any idea as to the feasibility of using women in these industries, but they were interested in having the Women's Bureau explore the situation. They made suggestions as to further contacts to be made.

METAL TRADES COUNCIL

Mr. Fred Kruse, Secretary of Metal Trades Council
Labor Temple Annex, 7th and University
Seattle, Washington

The Seattle Metal Trades Council is composed of 28 locals with a total membership of around 20,000. There are eleven such councils on the Pacific Coast and they have a Master Agreement with the Pacific Coast Shipbuilders. (See copy of Master Agreement) The Seattle Metal Trades Council was the first council in the United States to have a closed shop agreement with the shipyards.

Except in shipbuilding each local has its own union agreement with specific firms, but the Metal Trades Council settles jurisdictional disputes and reviews the various union agreements. The employees at the Boeing Aircraft Company belong to the aeronautical workers' union and are not affiliated with the Metal Trades Council.

In the Pacific Northwest there is not the same specialization in the metal trades as is found so much in the east, the Boeing Aircraft plant being the only place with any degree of specialization. The defense contracts to the metal shops have been so relatively small that it has not been possible to inaugurate a system of specialization and mainly men with general mechanical ability can be used.

Mr. Kruse said approximately 95 percent of the work in the shipyards was outdoors and most of it was too laborious for women. Aside from the aircraft industry, most of the work in other metal industries is also too laborious for women. In shipbuilding there is a great deal of welding but the Navy test for boat welders is supposed to be more stringent than the test for aircraft welders. Also, arc welding gives off a certain ray that might prove injurious to a woman's sensitive skin. (Mr. Kruse said one welder now does what it took three gangs of riveters to do on a boat at the time of the last World War.)

So far the unions have been able to fill the calls for workers in the metal trades and no male labor shortage is anticipated for some time, and the unions have given no consideration to the training of women for metal trades. In general, Mr. Kruse felt that the unions would object to women entering the more skilled trades but women would not be qualified to do the most skilled work anyway under an emergency training program. However, if a system of specialization was developed and the male labor supply was practically exhausted he did not feel that the unions would object to the introduction of women.

The unions attempt to control training along occupational lines to meet demand so that there are not too few or too many trained in one occupation. At present defense training in shipbuilding is inadequate to meet the needs of the industry and the Metal Trades Council has been trying to augment further training since October 1940. There has been difficulty with the School Board in getting them to increase the wage rates for teachers so that more of the skilled tradesmen will come in as teachers. (See attached report on the training programs of various unions.) There is some pre-employment training for welders, pipe fitters, structural iron workers and in lofting but the number of teachers has been inadequate to meet the needs of the shipyards.

* * *

BOEING AIRCRAFT COMPANY
Mr. Paul Fredrickson, Personnel Manager
Mr. Kenneth Wadleigh, Educational Supervisor
Seattle, Washington

Number employed - The Boeing Aircraft Company now has three plants in Seattle and at the end of August 1941 there was a total of 18,500 workers at all three plants, 7000 new employees having been added during the months of July and August 1941. By January 1941 the number employed in the three plants will be built up to a capacity of 24,000. A new plant is being built on Lake Washington near Renton and it may start production in May 1942 and its capacity will be 12,000 employees.

Employment of Women - Fifty women are employed in the fabric department cutting material, operating power machines and stretching fabric on fabric covered surfaces.

This plant is a closed shop and the aeronautical workers' union will not permit the expanded use of women until the available male labor supply is exhausted. The management has no immediate plans for using more women because there have been no evidences of a male labor shortage, however it is a matter that has been borne in mind for an emergency.

Compiled By:
Com. O. D. Manock
13th Naval Dist.
Seattle, Wash.

25 June 1941

REPORT OF SURVEY OF TRAINING PROGRAMS OF LABOR UNIONS CONNECTED WITH SHIPBUILDING INDUSTRIES IN SEATTLE AREA

All Labor Unions connected with the shipbuilding industry and engaged in the National Defense Program in the Seattle area were contacted by circular letter to ascertain the training program carried on in behalf of their members as of 31 May 1941.

To date 15 replies have been received and the results tabulated. Comments of certain unions regarding the training program are set forth in notes as indicated.

NOTES:

(a) STEAMFITTERS' UNION LOCAL #473.

This union reports it has 10 trainees in APPRENTICE TRAINING in building trades extension course. That apprentice training for marine pipe fitting has not yet started.

This union has about 200 members who have registered for REFRESHER TRAINING. It has only 1 pipe fitting class, 2 other classes were dismissed by the School Board - one class of 12 in gas welding, and one class of 13 in electric welding on pipe.

As for pre-employment trainees, it reports that about 350 non-members have enrolled, but as yet, they have not had a chance to attend any classes on account of not having received the proper assistance from the School Board and that this assistance has not been satisfactory from the start.

(b) INT. ASS'N OF MACHINISTS, LOCAL #79.

The following is quoted from a letter received from Mr. I. A. Sandvigen, Business Representative of Machinists' Local #79, in connection with his report:

"There has been a lot of talk about training machinists for National Defense Industries, but so far, it has been all talk. The only men who have been trained are our regular apprentices, which system, of course, we have always had and which cannot possibly supply the needs for machinists. Unless the training of men can really start going immediately, it may as well be abandoned altogether.

"We have members who are semi-skilled, and who could within a short period of time be trained to do skilled work. They are ready and waiting to attend classes as soon as they can be arranged."

(c) WELDERS' LOCAL #1351 (Int. Ass'n. of Mach.)
Trainees in apprentice training: - 7 in shops.
In Refresher Training: - 40 in National Defense School - layout and welding.
Pre-employment trainees: - 10 in National Defense School.

(d) BLACKSMITHS & HELPERS' LOCAL #106.
This union reports it has promoted several Helpers to Blacksmith in the last 6 months or so, and has a waiting list of good men who are qualified to do mechanics work at the present time.

(e) INT. MOLDERS' & FOUNDRY WORKERS' UNION, LOCAL #158.
E. D. Johnston, Business Representative of this Union in the letter accompanying his report says:

" - - - at the present time the molders union does not have an apprentice training class. We did have a class of apprentices at the Edison Vocational School awhile back, but that attempt folded up as the apprentices did not attend, however, we are trying to get them started again as we fully realise the need for something of that kind. We have approximately 35 apprentices learning the trade now and there is about 40 young men who are working as helpers in the foundries in this district who would be qualified to go into a training class to fill the needs as they come up. I have inquiries from several molders in other parts of the country for work here, but as yet there is no great shortage of molders here. The shops have been supplied with men as they need them."

(f) COPPERSMITHS' LOCAL #147.
The secretary of this union, E. W. Murr, states: -

"At the present time there are approximately twenty qualified coppersmith helpers working in Seattle who could be trained as coppersmiths in a very short time. We are giving them shop training now, but have no facilities for night school training.

"We are anxious to start a program similar to that now in effect at the Bremerton Navy Yard. There are forty helpers being trained in the copper shop now. This number is hardly sufficient to meet the demand at the Navy Yard.

"Coppersmiths are vital to the shipbuilding industry, and, as the present supply is nearly exhausted, we are anxious to start a training program as soon as possible. Any assistance you may give us toward this end will be very much appreciated."

25 June 1941

NAME OF UNION	Approx. membership	No. Trainees in Apprentice Training	No. Trainees in Refresher Training	No. in Pre-employment Training
Steamfitters' Union, Local #473	700	10	See Note (a)	See Note (a)
Shipwrights' & Joiners' Local #1184	600	20	---	20
Electrical Workers' Local #46	950	Approx. 38	About 450 on probation	---
Iron Workers' Local #86	475	15	52	none
International Ass'n. of Machinists, Local #79 See Note (b)	3000	125	none	none
Blacksmiths' & Helpers' Local #106 See Note (d)	500	none	none	none
Boilermakers' Local #104	3000	16	300	100
Seattle Ass'n of Technical Engineers & Architects' Local #17	500	0	0	0
Ship Sealers' Union	380	none	none	none
Auto Mechanics' Local #289, I.A. of M.	1750	129	25	10
Caulkers (Wood)	67	none	none	none
International Union of Operating Engineers, Local $302				
Int. Molders' & Foundry Worker #158 (See Note (e)	1050	-----	----	----
Coppersmiths' Local $147 See Note (f)	150	4	None	None
Welders' Local #1351 (Int. Ass'n. of Mach.) (See Note (c)	125	7	40	10

NAME OF UNION	Approx. membership	No. Trainees in Apprentice Training	No. Trainees in Refresher Training	No. in Pre-employment Training
Steamfitters' Union, Local #473	700	10	See Note (a)	See Note (a)
Shipwrights' & Joiners' Local #1184	600	20	---	20
Electrical Workers' Local #46	950	Approx. 38	About 450 on probation	---
Iron Workers' Local #86	475	15,	52	none
International Ass'n. of Machinists, Local #79 See Note (b)	3000	125	none	none
Blacksmiths' & Helpers' Local #106 See Note (d)	500	none	none	none
Boilermakers' Local #104	3000	16	300	100
Seattle Ass'n of Technical Engineers & Architects' Local #17	500	0	0	0
Ship Sealers' Union	380	none	none	none
Auto Mechanics' Local #289, I.A. of M.	1750	129	25	10
Caulkers (Wood)	67	none	none	none
International Union of Operating Engineers, Local $302				
Int. Molders' & Foundry Worker #158 (See Note (e)	1050	-----	----	----
Coppersmiths' Local $147 See Note (f)	150	4	None	None
Welders' Local #1351 (Int. Ass'n. of Mach.) (See Note (c)	125	7	40	10

BOEING AIRCRAFT COMPANY (Cont.)

Training Program - Three years ago the company started supplementary training for its employees and this led to the present preemployment training program for aircraft workers. Preemployment courses lasting from six weeks to three months are offered in sheet metal work and subassembly, riveting and welding. Preemployment courses similar to these are also offered in other parts of Washington and in Oregon, Idaho and Montana, and Boeing's draws men from all these places.

Supplementary training courses for present Boeing employees are also offered lasting from four weeks to twelve weeks. (See folder outlining these courses.)

The company has no plans for training women for new types of work, except that when a point is reached when women will perhaps have to be employed they will undoubtedly first be trained for electrical subassembly work and other light bench work.

Subcontracting and outside purchases - All forgings, starters, generators, oleos, engine accessories, instruments, etc., are purchased on the outside. Some of the outer wing sections and tail surfaces are being made at Boeing's Stearman plant in Wichita, Kansas. The Briggs Manufacturing Company in Detroit, Michigan, is making bomb doors, landing flaps, wing tank doors and air ducts. Exhaust stacks are also being manufactured by an outside concern.

Plant inspection - All the experimental work is done at plant-1 and it also is the site of the accounting department. The administrative offices, machine shop, metal forming department, paint shop, cable and tubing department, electrical shop, wing and fuselage assembly departments, and the final assembly department are all at plant-2. At plant-3 there is some subassembly work and the tanks and control surfaces are made there.

Production was on a much larger scale than that observed at Curtiss-Wright in Buffalo and Vought-Sikorsky in Bridgeport, Connecticut, and most of the materials and parts were larger principally because larger types of planes were being built. In the plants there was a web-work of overhead rails for cranes that were used extensively.

Much larger jigs were used for making wing and fuselage sections and some of the platforms were three stories high. The cross-sections of some of the wing structures were so wide that riveters and buckers were working inside of them. The fuselage was assembled in longitudinal half sections so that much of the installation of wires, cables, control boxes, switches, panel boards, etc. was done before the two halves were joined thus eliminating the necessity of crawling inside the assembled fuselage for this installation work. Much of this final assembly work could be done by women under this method of outfitting the planes.

BOEING AIRCRAFT COMPANY (Cont.)

All accessory equipment such as starters, generators, radios, instruments, hydraulic units, etc. were being given various types of routine tests in a special testing department. This was a 100 percent check on all equipment, and with two or three months' training women could do about three-fourths of this work. (Instruments were being purchased from Pioneer Instrument Division, Weston Electric Company in Newark, N. J., Kollsman Instrument Company, and the Lewis Engineering Company in Connecticut.)

The work of cutting and splicing cables and flexible tubing was too heavy work for a woman, but women could do some of the lighter work in connection with putting fittings on the tubing. A much larger proportion of the solid tubing was heavier than that observed in the other two aircraft plants, and for that reason a smaller proportion of the work could be done by women than in factories manufacturing a smaller type plane.

Plant inspection - About 75 percent of the work in the electrical assembly shop could be done by women, including the cutting of wires, putting identification tags on wires, assembling wires, soldering, putting on fittings and terminal connections, etc. Women could also do the "form board work", an invention of Boeing's, involving the assembling of a whole mass of wires just as they are to be installed in the fuselage so that all that has to be done on the final assembly floor is screw the terminal connections in place on the plane.

* * * * * *

ASSOCIATED SHIPBUILDERS' CORPORATION (Puget Sound Bridge & Dredging Co. and Lake Union Dry Dock & Machine Works)
Mr. Henry Nollan, Personnel Manager
2929-16th Street, S. W.
Seattle, Washington

This company is just starting to build steel plane tenders for the Navy, and in addition it has contracted for all the construction work on the naval bases in Alaska. Three Navy bases have been built in the past two years and eight to ten more are being contemplated. The company now has 4500 men working in Alaska. Most of these construction workers have been recruited from the Pacific Northwest. So far there has been no difficulty encountered in getting men for either this construction work or shipbuilding.

There is a total of 785 productive and non-productive workers in the shipyard and in about one year this number is to be built up to the yard capacity of 2500 to 3000. The personnel manager did not anticipate that he would have difficulty in getting men to fill the jobs, and furthermore, most men in shipbuilding are older and beyond the draft age.

ASSOCIATED SHIPBUILDERS' CORPORATION

He felt that most of the work in the shipyard would be too heavy for women. The work of boilermaking would definitely be too heavy and it involved too much skill. Outfitting the ship after the hull is finished seemed an untenable field of employment for women according to Mr. Nollan because of the undesirability of having men and women working together in such close quarters. He thought women could do some of the painting, welding and lofting work if properly trained. (See attached sheet for occupational distribution of employees in the shipyard.)

* * * * * * *

SEATTLE-TACOMA SHIPBUILDING CORPORATION
Mr. Clare Bowman, Personnel Manager
2400-11th S. W.
Seattle, Washington

The Seattle-Tacoma Shipbuilding Corporation is the largest shipbuilding corporation in the Puget Sound area with three yards in Seattle and one in Tacoma. These yards are doing both conversion work and new ship construction. The Todd Dry Dock, one of the three Seattle yards is doing conversion work with 3000 employed and this number is to be increased to 5000. The yard for new ship construction is building destroyers with 2110 employees and this number is to be increased to 5000-7000 by the early part of 1942.

A new yard is under construction for outfitting the destroyers and it is to be completed in the early part of 1942 and it will have a capacity of 2000 to 2500 employees.

No women were used on production work in any of the shipyards. The company was having difficulty in getting experienced workmen but it could get plenty of inexperienced and semi-skilled help. Men from industries not favored by priorities were coming into shipbuilding. The shipyards had not contemplated the use of women as long as the male labor supply seemed adequate; furthermore, there was the feeling that the unions would strongly object to attempts to introduce women in shipbuilding. The only time that the yards are at liberty to draw upon sources other than the unions is when the unions have been unable to fill that labor order within the 48 hours allowed in the Master Agreement.

Mr. Bowman felt that there were fewer opportunities for women in repair and conversion work than in new ship construction. Repair work entails much climbing, heavy lifting and working in close quarters because most of the work is in-board. There is a larger proportion of welding and riveting and less shipfitting in repair work. The chief field for women in repair and conversion would be brush painting and spray-painting.

ASSOCIATED SHIPBUILDERS'
WEEKLY LABOR REPORT
19 August 1941

CONFIDENTIAL

Interviewed:
Henry Hollan
Personnel Mgr.
Associated Shipbuilders
Seattle, Wash.
2929-16th S.W.

Occupation	Total
Boilermakers	58
Boilermakers Helpers	82
Burners (Torch welders)	43
Clerks (Yard)	4
Crane Operators	14
Electricians	4
Electricians Helpers	1
Guards & Watchmen	7
Laborers (Maintenance)	21
Layerout (Supervisor)	2
Loftsmen	25
Loftsmen Helpers	31
Machinist	1
Machinist Helpers	1
Painters	7
Pipefitters	1
Riggers	25
Riveters	7
Safetymen	1
Shipfitters	93
Shipfitters Helpers	127
Shipwrights	20
Shipwrights Helpers	6
Steel Yard (handling heavy raw stock)	4
Storeroom - clerical	11
Tool Rooms - very heavy work	3
Truck Drivers	2
Weigher	3
Welders	105
	709
Engineering Dept. -	
Engineers	3
Draftsmen	15
Clerks & Apprentices	14
Total Yard	741
Office	44
Total Yard & Office	785

SEATTLE-TACOMA SHIPBUILDING CORPORATION (Cont.)

Mr. Bowman made a very rough estimate that possibly 15 percent of the work in new ship construction could be done by women in an extreme emergency, and the largest proportion of this work would be as shipfitters' helpers, subassembly welders and painters.

(A quick inspection tour was made through the shipyard building new destroyers to get some idea of the work involved.)

Women could perhaps do 12½-15% of the work in the hull division working as shipfitters' helpers, subassembly welders and subassembly workers in the sheet metal shop, and welders' helpers. If they were trained as welders they could perhaps do as much as one-third of the welding on subassemblies before the subassemblies were installed in the ships. In-board welding would be more difficult because of the climbing around that is required and the heavier nature of the work and the general undesirableness of working among the scaffolding on the ways.

Women could heat the rivets and they could pass the rivets to the riveters in yards where the pneumatic rivet passing system was not used extensively. The actual riveting would be too heavy work. Women could do much of the brush painting and spray painting. Acetylene burners were used for cutting the sheets of raw metal stock into proper size and women could perhaps do some of the cutting of lighter metals.

Templates which are the full-sized patterns for making the ship are laid out in the mold loft and years of experience is required to become an all-around loftsman. Women with a considerable background of mathematics and some knowledge of mechanical drawing could assist with some of the template layout work. The shipfitters then mark the sheets of metal from the templates so that the burners know how to cut the metal, and women could act as helpers to these shipfitters.

In the carpenter shop most of the work was too heavy and rough for women. The riggers' work involves handling heavy materials also. In the machine shop the work was very heavy and it was so diversified that only the most experienced machinists could be used. Most of the machines were extra heavy duty machines, some of the lathes and milling machines being 65 feet long. The cutting of metal on large power shears and the forming of metal on rollers was also very heavy work. Boilers were purchased ready-made on the outside and the boilermakers outfitted and installed them, all of which requires years of experience in boilermaking.

Training in industry - In industry training classes were held for shipfitter's helpers with 460 enrolled. This is a voluntary training program and there are 200 men on the waiting list. The class room work involves mainly blueprint reading.

40 men are studying lofting, and 100 are studying advanced welding.

(See attached sheet for an occupational breakdown for those employed in the shipyard.)

Seattle-Tacoma Shipbuilding Corporation, Seattle Division

Mr. Clare Bowman, Personnel Mgr.

August 27, 1941

	1st Shift	2nd shift	3rd shift	Overtime
Tool Room Mechanics	3			
Tool Room Helpers	8	7	1	
Crane Operators	13	11	1	
Compressor Operators	1	1		
Oilers	2	1	4	
Stores, Clerks & Material Checkers	26	3		
Jitney and Truck Drivers	4	2		
Machinists	36	28	16	
Apprentice (Machinists)	3	3		
Helpers	8	5	5	
Pipefitters	7	1		
Helpers	3	1		
Sheet Metal Workers	18	2		
Helpers	7			
Electricians	22	8	4	
Apprentices (Electricians)	8		2	
Helpers		2		
Bridge Crane Operators	8	8		
Blacksmiths	1	1		
Helpers	1	1		
Boilermakers	27	16		
Helpers	48	20		
Loftsmen	27			18
Helpers	40			21
Shipfitters	178	137		1
Helpers	190	147		
Angle and Slabmen	2	1		
Helpers	3	4		
Machine Operators (Plate Shop)	19	14		
Helpers	9	4		
Acet. Welders and Burners	38	33		
Helpers	13	9		
Electric Welders	121	117		
Helpers	10	12		
Drillers and Reamers	27	23		
Helpers	32	13		
Riveters	3			
Holder Ons	2			
Heaters	3			
Passers	2			
Grinders	13	7		
Chippers and Caulkers	30	18		
Ship Carpenters	79	30		
Apprentices (Carpenter)	4			
Helpers	45	14		
Painters	24	14		
Apprentices (Painter)	1	1		
Riggers	52	35		
Laborers	43	19		
TOTALS (2110)	1264	773	33	40

PUGET SOUND NAVY YARD
Lieutenant Commander O. D. Adams, Training Officer
Captain P. H. Dunbar, Production Officer
Bremerton, Washington

The Puget Sound Navy Yard in Bremerton, Washington, does mainly repair work on Navy ships although there is some new ship construction. There are very extensive shops in the Navy Yard where as much work as possible is done before the section being repaired or manufactured is placed on the ship.

The only phase of production in which women are now being used is in the sailloft as power machine operators making tarpaulins, clothing bags, slip covers for furniture, mattress covers, etc., and in some of the toolrooms as toolroom attendants.

Although the Navy Yard was still able to get the male workers needed, the feeling prevailed that consideration should be given to the added use of women in production work in case this should be necessary in the expanding defense program. Estimates were being made at the time of visit of the number of clerical and office work positions now held by men in the main offices and shop offices that could be filled by women. Blueprints were also being made of changes in shop layout that would be necessary in providing additional restroom facilities for women.

Captain Dunbar, Production Officer and Lieutenant Commander Adams, Training Officer, felt that the Navy Department in Washington, D.C., would be interested in having similar estimates made with regard to women in production work. The Commandant in the Puget Sound Navy Yard was to write to the Secretary of Navy in Washington asking him to make a formal request for a survey by the Women's Bureau. (See circular letter distributed by Navy Dept.)

Navy Yard Inspection - A hurried inspection was made of the Navy Yard to get a general idea of the types of work involved in the various shops and on the ways.

In the "smithshop" most of the work seemed too hot and laborious for women. Likewise in the pipe and copper shop most of the work involved use of heavy materials and tools for cutting, shaping, soldering and welding piping and tubing. The chipping and caulking seen at the time of visit was too heavy for women but possibly there would be lighter work of this nature that women could do.

As much subassembly welding as possible was done off the ships and a new building had just been constructed where the entire bulkheads of some ships could be welded before installing them in the hulls. Women could do some of the lighter welding work. Welders were being trained in 250 to 300 hours.

PUGET SOUND NAVY YARD (Cont.)

In the machine shop there were the usual lathes, automatic and hand screw machines, milling machines, grinders, profilers, radial drills, drill presses, etc. As yet, so much of the work was on a job-shop basis that only the more experienced mechanics could be used. During the last war, women had been used on some of the turret lathes and drill presses, and if the same quantity production is reached in this war they could be used for these operations again.

In the electrical shop there were many large turbines and electric motors being repaired requiring the use of skilled electricians. Very large switch boxes and control boxes ~~and control boxes~~ from some of the battleships were being repaired in the shop and there is the possibility that women could be trained for some of this work and for incidental bench work in the electrical shop.

In the mold loft some of the most highly paid and technical men were employed and apprentices had to serve for four years in this work. Only the more highly trained type of woman could do any of this work. In the sheet metal layout department only the most highly trained sheet metal workers were used because they had to have a thorough knowledge of the properties and uses of different types of metals and they had to be able to do drafting.

So much of the work in the shipfitting shop seemed very heavy and dangerous because of the very large and heavy pieces of metal plate being worked on. The shipfitters were marking the sheets of metal from templates, and other men operating acetylene burners were cutting the sheets to proper size. Grinders were taking the rough edges off the plates cut by the burners. Some of the metal was being shaped on huge rollers. In this shop there was the hazard of the workers crushing their feet by the dropping of heavy pieces of metal.

There was a boat shop where wooden landing boats were being constructed and repaired, and all the workmen were skilled joiners and cabinet makers. There was a very large foundry where mainly large castings were being made. There was a shop for painting and plating and some of the work there could have been done by women. Shipwrights do general dock work of a manual nature getting the docks in readiness for boats to be brought into drydock.

None of the work on board the ships was seen but all those interviewed seemed to feel that it was not advisable to use women for in-board work. During the last war women were used as helpers on some of the ships but they did not prove successful.

PUGET SOUND NAVY YARD (Cont.)

Training - During the past year 10,060 have been enrolled in training programs in the Navy Yard (enrollments, not persons). The workers attend classes from two to eight hours each week and receive additional training on the job.

Number employed - The number of women employed in office work has increased from 237 in September 1940 to 509 in September 1941. (More employment figures to be received by mail.)

12,800 - Civilian personnel
2,600 - Navy officers + enlisted men
15,400

WOMEN'S DORMITORY IN BREMERTON ("DURATION DORMITORIES")

The Farm Security Administration constructed seven dormitories in Bremerton to house single men working in the Navy Yard with the understanding that the buildings were to be removed and used for housing migratory workers at the end of the emergency. The Commandant in the Navy Yard requested that one of these buildings be used for housing single women working in the Navy Yard and as a result this was done. A woman's defense advisory committee in Bremerton had asked the Commandant to make such a request.

The woman's dormitory has a capacity for 65 women and there are 15 women living there at the present time. The dormitory was opened June 1, 1941. The rates are $3.50 a week for a room with two persons and $5.00 a week for a single room. The rooms are furnished with beds, dressers, chairs, bedding, linen and maid service was provided.

There is a utility room for doing personal laundry. There are two shower rooms where the wash basins, toilets and showers are located, there being no running water in the rooms. At present there are no cooking or dining room facilities, but a mess hall is to be built in the near future.

Delivered
Gen

B: Hollerith 6510

August 25, 1941

Bell and Howell Company
1801 West Larchmont Street
Chicago, Illinois

Dear Sirs:

At the request of the War Department the Women's Bureau is studying the occupational demands of specific industries with a view to determining the occupations in which women may be effectively employed. We have completed the study of aircraft assembly and of several other industries and are now reviewing occupations in industrial manufacture.

In this connection we request that Miss Margaret K. Anderson be permitted to visit your plant during the first week in September. As Miss Anderson is now in the Pacific Northwest, we are not certain of the exact day of her arrival in Chicago, but will have her telegraph you should a visit that week meet with your convenience.

A copy of the aircraft report is enclosed so that you may see the nature of these surveys.

May we hear from you so that we may instruct Miss Anderson accordingly.

Very truly yours,

Bertha M. Nienburg,
Assistant Director

Enclosure

Miss Anderson: I am sending this to you for your information only. I will wire you as to whether ~~either~~ the answer is favorable or unfavorable.

Will you also note that the name is Bell and Howell (not Dell)

Louina Hewitt

Miss Nienburg is still on her vacation. Returns to Wash. late Wednesday evening.

August 25, 1941

Mrs. Florence M. Clowes
Steel Workers Organizing Committee
855 Eighth Avenue
Brackenridge, Pa.

Dear Mrs. Clowes:

Thank you so much for sending me the correspondence between Mr. Golden and Mr. Hillman. We have now a request in to the Budget Bureau for a supplementary appropriation. Mr. Hillman has written a very nice letter to them. You know Mr. Hillman has now asked the employers, in the airplane factories particularly, to employ women. He has sent out letters to that effect. That means, of course, that they are doing more training of women than they did.

With best wishes to you,

Sincerely yours,

Mary Anderson, Director

MA:IS

Steel Workers Organizing Committee

855 EIGHTH AVENUE, BRACKENRIDGE, PA.

PHILIP J. CLOWES
SUB-REGIONAL DIRECTOR

WOMEN'S BUREAU
AUG 21 1941
DEPARTMENT OF LABOR

August 20, 1941.

Miss Mary Anderson, Director,
Women's Bureau,
Department of Labor,
Washington, D. C.

Dear Miss Anderson:

I am enclosing herewith copies of correspondence with reference to the letter I was requested by the Advisory Committee to send to Mr. Golden, of the Steel Workers Organizing Committee.

With kindest personal regards, I am

Sincerely yours,

Florence M. Clowes

COPY

July 10, 1941.

Mr. Clinton S. Golden,
Regional Director,
Steel Workers Organizing Committee,
1500 Commonwealth Building,
Pittsburgh, Pa.

Dear Mr. Golden:

At the recent meeting of the Advisory Committee to the Women's Bureau, it was decided that a letter, along the lines of the enclosed, sent by the National Officers of the different unions represented; namely Auto, Rubber, Amalgamated Clothing Workers, Steel, etc. to Mr. Hillman would bear a lot of weight.

I believe Miss Perkins wrote Mr. Hillman on the same matter the first of June, but so far has received no answer.

The Advisory Committee would certainly appreciate your writing Mr. Hillman, and I know you can frame a much better and more effective letter than the one enclosed.

Thank you so much.

Sincerely yours,
Florence M. Clowes.

Steel Workers Organizing Committee

1500 COMMONWEALTH BUILDING
Pittsburgh, Pa.

GRANT 5254

July 21, 1941

Mrs. Forence Clowes
855 Eighth Avenue
Brackenridge, Pa.

Dear Mrs. Clowes:

I am sorry I have not had a previous opportunity to acknowledge receipt of and reply to your letter of July 10th.

In accordance with your suggestion, I have written Mr. Hillman and am enclosing herewith a copy of my letter.

I trust that this will help to meet the situation which you are so interested in.

Very sincerely yours,

Clinton S. Golden

Clinton S. Golden
Director, Northeastern Region

CSG:MM

July 21, 1941

Mr. Sidney Hillman
Associate Director General
Office of Production Management
Social Security Building
Washington, D. C.

Dear Mr. Hillman:

It is my understanding that between the demands of the Defense Program and the selective draft, an increasing number of women are being drawn into employment in the various defense industries. Now, while this may not be as true in the steel and closely allied industries as in some others, it is nevertheless important that the standards set up by the Women's Bureau of the United States Department of Labor be closely observed in the employment of women in our industries, regardless of the number of such employes. It is my further understanding that the Women's Bureau of the United States Department of Labor is handicapped by lack of sufficient funds to employ the needed personnel under these circumstances. It seems to me important that such funds be provided.

Any assistance that you can render toward enabling them to secure the necessary funds, will be appreciated, I am sure, by all of us concerned with the maintenance of the standards established by the Department of Labor.

Very sincerely yours,

Clinton S. Golden
Director, Northeastern Region

CSG:MM
cc/Mrs. Florence Clowes

Steel Workers Organizing Committee

1500 COMMONWEALTH BUILDING
Pittsburgh, Pa.

GRANT 5254

August 16, 1941

Mrs. Florence Clowes
230 West Seventh Avenue
Tarentum, Pennsylvania

Dear Mrs. Clowes:

I am enclosing herewith a copy I received under date of July 31st with reference to Women's Bureau about which you asked me to write to Mr. Hillman.

I thought you would be interested in seeing the enclosure.

Sincerely yours,

Clinton S. Golden

CSG/ecw
Enclosure

Clinton S. Golden
Director, Northeastern Region

C
O
P
Y

OFFICE OF PRODUCTION MANAGEMENT

WASHINGTON, D. C.

July 31, 1941

Mr. Clinton S. Golden
Director, Northeastern Region
Steel Workers Organizing Committee
1500 Commonwealth Building
Pittsburgh, Pennsylvania

Dear Clint:

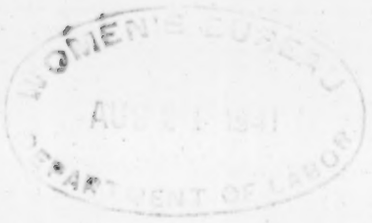
This is to acknowledge receipt of your letter of July 21.

I plan in the near future to see the Secretary of Labor about the Women's Bureau. I wish to assure you, as I have already assured her, that I fully appreciate the importance of the work of the Bureau and the greater demands to which it will be subjected in the future. You may be sure that I shall do what I reasonably can.

Sincerely yours,

s/ Sidney Hillman

STATE OF NEW JERSEY
DEPARTMENT OF PUBLIC INSTRUCTION
TRENTON TRUST BUILDING
TRENTON
Vocational Division
August 18,1941



Miss Bertha M. Nienburg
Assistant Director
U. S. Department of Labor
Women's Bureau
Washington, D. C.

My dear Miss Nienburg:

Your letters of June 11 and July 1 addressed to Mr. John A. McCarthy, Assistant Commissioner of Education, have been referred to me for reply.

This will acknowledge receipt of your bulletins, "Women's Factory Employment in an Expanding Aircraft Production Program", "Employment of Women in the Manufacture of Small Arms Ammunition", and "Employment of Women in the Manufacture of Artillery Ammunition". This information if of value to us,and we would appreciate it if you could send an additional copy of each of these reports to us.

sent 8/25/41

Yours very truly,

Arthur B. Wrigley

Arthur B. Wrigley
State Supervisor, Trades and Industries

ABW:C

AMERICAN
MANAGEMENT ASSOCIATION INC.

ALVIN E. DODD, PRESIDENT

330 W. 42ND STREET
NEW YORK CITY
TELEPHONE BRYANT 9-6055

Def
gen

August 13, 1941

15

Women's Bureau
U. S. Department of Labor
Washington, D. C.

Gentlemen:

Attached is a clipping of a review of a book published by your company which appeared in a recent issue of THE MANAGEMENT REVIEW.

It has been a pleasure to bring this volume to the attention of our members and readers and trust that we shall have the opportunity to review other volumes that you publish.

Sincerely yours,

Editorial Department
AMERICAN MANAGEMENT ASSOCIATION

PERSONNEL

Effective Industrial Use of Women in the Defense Program. Women's Bureau, United States Department of Labor. United States Government Printing Office, Washington, 1940. 22 pages. 10 cents.

6401

~~CONFIDENTIAL~~

OFFICE OF PRODUCTION MANAGEMENT
Labor Division

LIST OF DEFENSE CONTRACTORS IN SOUTHERN CALIFORNIA TO WHOM A LETTER URGING THE EMPLOYMENT OF WOMEN WAS SENT

Adel Precision Products Corp.
10777 Van Owen Street
Los Angeles, California
H. Ray Ellinwood

Aerco Corp.
4481 Mason Street
South Gate, California

Aircraft Accessories Corp.
5210 San Fernando Road
Glendale, California
G. A. Theobold, General Manager

Aircraft Tools, Inc.
1609 E. Slauson Avenue
Los Angeles, California,
Wade E. Miller, President

Airesearch Manufacturing Company
1740 Standard
Glendale, California
J. C. Garrett, President

Airplane Manufacturing & Supply Corp.
Union Air Terminal
Burbank, California
Earl Herring, President

Air-Safe Aircraft Instruments
1030 N. Western Avenue
Hollywood, California
Joseph L. Cohn, President

Aluminum Alloy Casting Company
2454 E. 55th Street
Los Angeles, California
Edythe Belanger, Manager

Allied Aviation Corporation

Metropolitan Airport
Van Nuys, California
Joseph L. Cohn, President

Aluminum Company of America
5151 Magnolia Avenue
Los Angeles, California
(Roy A. Hunt, President
Gulf Bldg., Pittsburgh, Pa.)

American Screw Products
700 Avalon Blvd.
Los Angeles, California

Aviation Products
518 Washington Street
Venice, California

Bakewell Mfg. Co.
Los Angeles, California

Bendix Aviation Corp.
Los Angeles, California
(Vincent Bendix, President
401 Bendix Drive
South Bend, Indiana)

Bowlus Sailplane, Inc.
P.O. Box 750
San Fernando, California
D. S. Mitchell, President

S. F. Bowser & Co.
2217 Orange Street
Alhambra, California
(R. H. Damon, President
1302 E. Creighton Ave.
Ft. Wayne, Indiana)

Braun Corp.
2260 E. 15th Street
Los Angeles, California

Consolidated Manufacturing Company
Lindbergh Field
San Diego, California
R. H Fleet, President

DECLASSIFIED
E.O. 11652, Sec. 3(E) and 5(D) or (E)
Authority NND 760127
By DRB NARS, Date 7-28-76

Consolidated Steel Corporation
P.O. Box 1348, Arcade Station
Los Angeles, California

Crellin Machine Co.
123 Llewellyn
Los Angeles, California
Charles V. Crellin, President

Martin Decker Corporation
3441 Cherry Avenue
Long Beach, California
W. R. Martin, President

Douglas Aircraft Company, Inc.
Santa Monica, California
Donald W. Douglas, President

U. S. Electrical Motors, Inc.
200 E. Slauson Avenue
Los Angeles, California
G. T. Pfleger, Vice President

Flexo Mfg. Co.
1700 E. Olympic Blvd.
Los Angeles, California

Fog Nozzle Company
1520 E. Slauson
Los Angeles, California
T. W. Burnam, President

Fray Machine Tool Company
515 W. Windsor Road
Glendale, California

Gay Engineering Corp.
2730 E. 11th Street
Vernon, California

Hardman Aircraft Products, Inc.
12324 Center Street
Southgate, California

Harlow Aircraft Company
Alhambra Airport
Alhambra, California
Max B. Harlow, President

Harvey Machine Company
6200 Avalon Blvd.
Los Angeles, California
Leo M. Harvey, President

Harvill Aircraft Die Casting Corporation
6251 W. Century Blvd.
Los Angeles, California
H. L. Harvill, President

Hughes Aircraft Co.
7000 Romaine Street
Hollywood, California

Interstate Aircraft & Engrg. Corp.
26 W. Imperial Highway
El Segundo, California

Bryon Jackson Company
Slauson Plant
Los Angeles, California

Kinner Motors, Inc.
635 W. Colorado Blvd.
Glendale, California
B. B. Robinson, President

Langley Instrument and Machine Co.
102 F Street
San Diego, California

Leach Relay Company
5915 Avalon Blvd.
Los Angeles, California
V. A. Leach, President

Librascope, Inc.
72 N. Tujunga Avenue
Burbank, California
Lewis W. Imm, President

Lockheed Aircraft Corporation
1705 Victory Place
Burbank, California
Robert E. Gross, President

Menasco Manufacturing Company
805 E. San Fernando Road
Burbank, California
A. E. Shelton, President

Norris Stamping and Manufacturing Co.
Los Angeles, California
K. L. Norris, President

North American Aviation, Inc.
5701 Imperial Highway
Inglewood, California
J. H. Kindelberger, President

Northrop Aircraft, Inc.
Northrop Field
Hawthorne, California
John K. Northrop, President

Pacific Airmotive
Union Air Terminal
Burbank, California
Stan Wilson, General Manager

Pacific Aviation, Inc.
211 N. Hawthorne
Hawthorne, California
Harry V. Reynolds, President

Pacific Coast Borax Company
510 West 6th Street
Los Angeles, California

Pacific Scientific Company
25 Stillman Street
Los Angeles, California
W. P. Balderston, President

Pacific Screw Products Corp.
1515 E. 75th Street
Los Angeles, California

Penn Optical & Instrument Co.
Pasadena, California

Pierson Machine Co.
2312 E. 38th Street
Los Angeles, California

P.K.S. Tool & Mfg. Co.
3369 E. Olympic Blvd.
Los Angeles, Calif.

Reliance Regulator Corp.
100 Meridian Avenue
Alhambra, California

Rocky Mountain Steel Products
1356 Wall Street
Los Angeles, California

Rohr Aircraft Corporation
371 Eighth Avenue
San Diego, California

Ryan Aeronautical Company
Lindbergh Field
San Diego, California
T. Claud Ryan, President

L. N. Schwien Engineering Co.
5736 W. Washington Blvd.
Los Angeles, California

Shrader-Menasco Manufacturing Co.
Los Angeles, California

Solar Aircraft Company
1212 W. Juniper Street
San Diego, California
E T. Price, President

Standardized Aircraft, Inc.
4717 District Blvd.
Los Angeles, California

Taylor Airphone Products
Municipal Airport
Long Beach, California
Molt B. Taylor, Gen. Mgr.

Timm Aircraft Corporation
8055 Woodley Avenue
Van Nuys, California
O.W. Timm, President

Tollar Mechanical Works
7237 Santa Monica Blvd.
Los Angeles, California

Triplett & Barton, Inc.
1705 Vistory Place
Burbank, California
Tom A. Triplett, President

United Aircraft Products, Inc.
2929 Santa Fe Avenue
Los Angeles, California
H. L. Bill, President

Vega Airplane Company
923 San Fernando
Burbank, California
Courtland S. Gross, President

Vultee Aircraft, Inc.
Vultee Field
Downey, California
Richard W. Miller, President

Paul G. Wagner Co.
2965 E. Washington Blvd.
Los Angeles, California

Wells Aircraft Parts Co.
4140 Whiteside Avenue
Los Angeles, California

Wiley Machine Co., Inc.
637 E. Slauson Avenue
Los Angeles, California

Willys-Overland Motors, Inc.
Pacific Division
6201 Randolph Street
Los Angeles, California
George L. Palmer, Assistant Treasurer

(As of August 1, 1941)

CLASS OF SERVICE

This is a full-rate Telegram or Cablegram unless its deferred character is indicated by a suitable symbol above or preceding the address.

1330

WESTERN UNION

1201

R. B. WHITE
PRESIDENT

NEWCOMB CARLTON
CHAIRMAN OF THE BOARD

J. C. WILLEVER
FIRST VICE-PRESIDENT

SYMBOLS
DL = Day Letter
NL = Night Letter
LC = Deferred Cable
NLT = Cable Night Letter
Ship Radiogram

The Time of receipt is STANDARD TIME at point of origin. Time of receipt is STANDARD TIME at point of destination

WE16 16 GOVT COLLECT=MINNEAPOLIS MINN 7 7 324A AUG 7 AM 9 12

MISS ISADORE SPRING=

AN ANSWER AUG 6 WOMENS BUREAU US DEPT OF LABOR=

SOURCE FOR SMALL ARMS AMMUNITION REPORT IS FRANKFORD ARSENAL FOR ARTILLERY IS PICATINNY AND FRANKFORD=

ETHEL ERICKSON.

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

U. S. DEPARTMENT OF LABOR

WOMEN'S BUREAU

WASHINGTON

August 2, 1941

Miss Margaret K. Anderson
4421 Second Avenue, North West
Seattle, Washington

My dear Miss Anderson:

After a conference with Miss Anderson it was deemed advisable, as you are in the Pacific North West, that we ask you to check up on conditions with regard to women's employment while you are there. Before you go down to California will you take some time to make the following calls. This time will, of course, be charged as working time and will not be deducted from your annual leave. You will be granted five dollars per diem for the days in which you do work in Washington State.

1. Will you call on F. D. Manock, Commander, U. S. Navy, Thirteenth Naval District.

The correspondence with him is attached. Your call will be mainly to determine whether there is any thought of putting women on ship building, if so, the urgency of a study on our part of ship-building occupations. We had a round-about report recently that there was talk of putting up dormitories for women at Bremerton. I cannot imagine why this would be done unless women were to be taken on either in office work or in ship building.

2. Will you call on the Personnel Director of Boeing Aircraft Company. This call would be to determine what their status is and to extend to them our willingness to assist in the introduction of women into their plants if they are planning to put women on either at the Seattle plant or their new plant in the middle west.

3. Will you call at the State Employment Office in Seattle, and discuss with them the general employment situation and the demand for women workers.

4. Should other leads develop that would give you a picture of probably needs for women's defense service, please follow them up.

If there is any urgency in the situation in the North West, will you wire the office.

* * * * * *

Bell & Howell

It still stands that you will visit Dell and Howell in Chicago. I am leaving a letter here to be sent to them the last week of August stating that you will be there the first week in September. If these plans should be upset, please let Miss Wendt know.

Miss Margaret K. Anderson

I am leaving on August 4 and will be at Ashland, Massachusetts, c/o F. W. Valentine for about three weeks.

I know you are having a happy time with your family and hope this work-letter will not be too much of an interruption.

Sincerely,

Bertha Nienburg

Bertha M. Nienburg,
Assistant Director

August 1, 1941

Mr. C. F. Palmer
Coordinator of Defense Housing
1600 I Street, North West
Washington, District of Columbia

My dear Mr. Palmer:

The Women's Bureau of the United States Department of Labor has been making investigations of the work women are doing in defense industries. During the course of these investigations, we have become much concerned over the problem that it seems will arise inevitably, that of properly housing women in these remote areas where private and government defense industries are springing up.

We understand that the government is planning to build dormitories to shelter women workers in these areas, but we have had no official verification of this rumor. I am writing to ask if such dormitories are being contemplated, or if other plans are being made to house women who will be employed in large numbers in localities where proper housing facilities are at present lacking. I shall appreciate very much any information which you can furnish me concerning this matter, for we are most concerned about the living conditions of these women workers.

Sincerely yours,

Mary Anderson, Director

LS:LW

Typical Operations on Which Women Can Be Employed More Extensively in War Production

Code: A - Women now used extensively. Numbers could be increased with short periods of training on the job.

B.- Women now used to some extent. Numbers could be increased after short training periods and upgrading from other jobs.

C - Women now only used to a slight extent but could be employed readily after pre-employment and supplementary training such as that now offered men.

OCCUPATION

I. MANIPULATIVE SKILLS

(Notations on skill as given below are not applicable in the same way to all plants. They are a general indication of skill in a large plant with average tolerances.)

Operating machines such as:

A - Drill presses - single and multiple drill (semiskilled - usually repetitive).
B - Milling machines - light and micro machines (semiskilled - usually repetitive).
B - Light punch and forming presses (semiskilled - usually repetitive).
B - Bench and watchmakers' lathes (skilled and semiskilled - not usually repetitive).
B - Burring, polishing, lapping, buffing, etc. on lathes (semiskilled).
C - Light duty hand and automatic screw machines (semiskilled - usually repetitive)
C - Light turret lathes (semiskilled).

C - Women can set up their own machines if instructed adequately.

A - Assembly - All types of light sub and final assembly requiring the use of hand tools as pliers, mallets, screw drivers, files, electric drills, bench assembly machines and riveting presses. (semiskilled - may or may not be repetitive).

C - Sheet metal forming and riveting (semiskilled - sometimes repetitive).

B - Hand finishing machined parts by filing, burring and lapping (semiskilled - repetitive).

Welding

C - Acetylene and torch (skilled).
C - Electric arc (skilled).
B - Spot (semiskilled).

B - Soldering (semiskilled or unskilled).

A - Electrical work - Wiring and assembling parts, winding coils and armatures, soldering, taping, etc. (semiskilled though may be skilled).

I. MANIPULATIVE SKILLS (continued)

Painting

B - Spray painting small parts and products (semiskilled to unskilled, repetitive).
A - Touch up and hand finishing (semiskilled to unskilled - repetitive).
A - Stenciling (unskilled - repetitive).
A - Radium (semiskilled - repetitive).
A - Masking before painting (unskilled - repetitive).
A - Racking and unracking (unskilled - repetitive).

II. INSPECTION

A -Visual (semiskilled).
C - Gage, micrometer, caliper, blueprint, etc. (semiskilled).
C - Calibrating (semiskilled and skilled).
C - Checking and testing raw materials, stock and salvage parts (skilled).

III. B - PACKING - labeling, etc. (unskilled).

IV. FACTORY SERVICE

C - Production planning, routing and control (skilled).
C - Tracing (semiskilled).
C - Drafting (skilled).
C - Tool crib and stores tending and dispatching (semiskilled).
C - Time keeping and factory office (semiskilled).
C - Factory clerks (semiskilled).

V. C - SUPERVISING (skilled).

VI. C - TRAINING (skilled).

VII. PERSONNEL RELATIONS

C - Interviewing and hiring women (professional).
A - Nursing (professional).
C - Welfare (professional).

VIII. A -GENERAL OFFICE CLERICAL (skilled and semiskilled).

July 31, 1941

Memorandum

To: Mr. A. F. Hinrichs, Acting Commissioner, Bureau of Labor Statistics
From: Mary Anderson, Director, Women's Bureau

Re: Public Works Reserve

The Women's Bureau is deeply concerned with the post defense readjustments of working women. It has already instructed its agents who are working with defense industries to discuss with management the probable effect of our cessation of defense production in specific plants. At the same time it will require additional funds before it can study the affirmative steps which should be taken to forestall disaster for specific occupational groups in specific communities.

The Bureau believes that with resourcefulness, adequate preparation, and leadership in certain communities, a part of the defense services of women, can be transferred to peace time, civilian uses and that part of the defense manufacturing force can be transferred to peace time products. It hopes to develop specific data on such transfers in consultation with an Advisory Committee in 1942.

In other areas public funds will be required to cushion readjustment and to develop new fields for women's services. Ideas which we expect to develop more completely and will then submit to the Public Works Reserve are along the following lines:

In rural areas and in some city areas defense nurses and nurses aids who cannot be absorbed by private developmentsthe Bureau is sponsoring must be carried through Public Health centers and services.

Mechanically trained women in certain communities must be retrained for mechanical care of household equipment. This group can be organised into a home equipment service group to bring into use much household equipment put aside because of minor repair needs. A similar group can be used to teach rural housewives the proper use of modern facilities.

The Bureau is developing plans for a nationally organized cooperative craft movement. This is to give some employment to rural women and in certain cities to older women who cannot fit into regularised industry or services. Tentative plans have already been discussed with two divisions of the W.P.A., the Farm Security Administration and others. Detailed plans will be prepared this

summer for transmission to the interested group by fall. Final plans will be submitted to the Public Works Reserve later.

As we secure a more adequate picture of where the need for post defense public service will be required, we will submit such suggestions to the Public Works Reserve. Before the year is over, we hope we can show a regional plan of where our major difficulties in women's absorption will occur, of where we can probably meet them through private organization, and where we must count on public funds for assistance.

The liaison staff member of the Bureau who will always be informed and ready for conference with you and the Public Works Reserve officials on women's post defense employment will be Bertha M. Nienburg.

BMN:LW

July 25, 1941

Miss Grace L. Coyle
School of Applied Social Sciences
Western Reserve University
2117 Adelbert Road
Cleveland, Ohio

My dear Miss Coyle:

The Women's Bureau shares your concern about the living conditions of women employed in defense and allied industries. I have delayed answering your letter concerning this problem until some of the things which we had undertaken developed more fully.

We have had several conferences with representatives of the defense housing agencies concerning the problem of housing for women. So far we have been unable to secure any confirmation of the many rumors that come from various sources that dormitories for women are to be built. Nevertheless, we have drafted some tentative standards, both for the buildings themselves and the personnel that should be in charge of such dormitories if they are built. We have conferred about these standards with representatives of several National organizations concerned with the welfare of industrial women. We have been fortunate enough to find at least one official of the Defense Housing Agency who is sympathetically inclined toward our proposal that standards recommended by us should be adopted. We are pushing for this and expect soon to have a conference with a small group of people concerned with the Defense Housing Program. We hope that the outcome of this will be the adoption of our recommendations.

Eventually, we plan to incorporate our recommendations concerning housing and recreational programs for employed women in a special bulletin. I would be very glad, indeed, if you would outline for us in greater detail the problems which you have encountered in connection with the living conditions of employed women. I would be especially glad to have any recommendations which you would like to make concerning the qualifications for directors of women's dormitories and other staff members. We want our recommendations to be as comprehensive as possible and as completely representative of the type of problem that exists as is possible. We will, therefore, greatly appreciate your cooperation.

Sincerely yours,

MA:LS:MEG

Mary Anderson, Director.

July 17, 1941

Memorandum to Miss Roberta Cook
Office of Government Reports
1405 G Street

From Mary V. Robinson, Director of Public Information, Women's Bureau

Following are names of plants in Michigan having defense orders where it is thought women are employed on such orders:

Detroit
Bohn Aluminum & Brass Corporation
Hudson Motor Car Co.
Timken Detroit Axle Co.
Eureka Vacuum Cleaner Co.

Ann Arbor
Precision Parts Co.

Chelsea
Federal Screw Works

Flint
General Motors Corp., AC Spark Plug Division

Muskegon
Continental Motors Corp.

You will wish also to find out from the Detroit office of the N.Y.A. about their projects on which girls especially are being trained; this spring they were already learning lathe operations and doing arc welding. We have been told that the NYA training program in the Detroit area indicated a marked increase in number of girls desired as defense workers.

Some of the training being given to women volunteers (presumably part of the A.W.V.S. program) may be of interest. Women are being trained in elementary auto mechanics to enable them to take over jobs ordinarily performed by men; at the end of a 10 weeks' course they will be qualified to make emergency road repairs. In Detroit, this course is offered by the Willys Co., under its service head, D. A. Walters; the "Willys Motor Defense Corps" meets at Convention Hall, Tuesday evenings, from 7.30 to 9.30.

rfn

Comment.

Defense Aspects

BOARD OF EDUCATION

BUFFALO

NEW YORK

MARTIN H. KUEHN
DIRECTOR
NATIONAL DEFENSE TRAINING

ROBERT T. BAPST
SUPERINTENDENT OF SCHOOLS

July 17, 1941

WOMEN'S BUREAU
JUL 18 1941
DEPARTMENT OF LABOR

Miss Mary Anderson, Director
U. S. Department of Labor
Women's Bureau
Washington, D. C.

Dear Miss Anderson:

May we assure you that your survey of Aircraft data has served a wonderful purpose in meetings where the women-in-industry question was discussed?

Have you recent findings in other lines of Defense work? If so, we would appreciate receiving same.

For your information, we are now training women in Lens Grinding in one of our Schools and they are doing a real job.

If we can be of any service, please do not hesitate to call on us.

Sincerely yours

George J. Toles

George J. Toles
Coordinator for Industry
NATIONAL DEFENSE TRAINING PROGRAM

GJT:el

Artillery & small arms
sent 8/8/41

Defense Gen

OFFICE OF PRODUCTION MANAGEMENT
WASHINGTON, D. C.

July 14, 1941

WOMEN'S BUREAU
SEP 6 1941
DEPARTMENT OF LABOR

TO ALL DEFENSE CONTRACT HOLDERS:

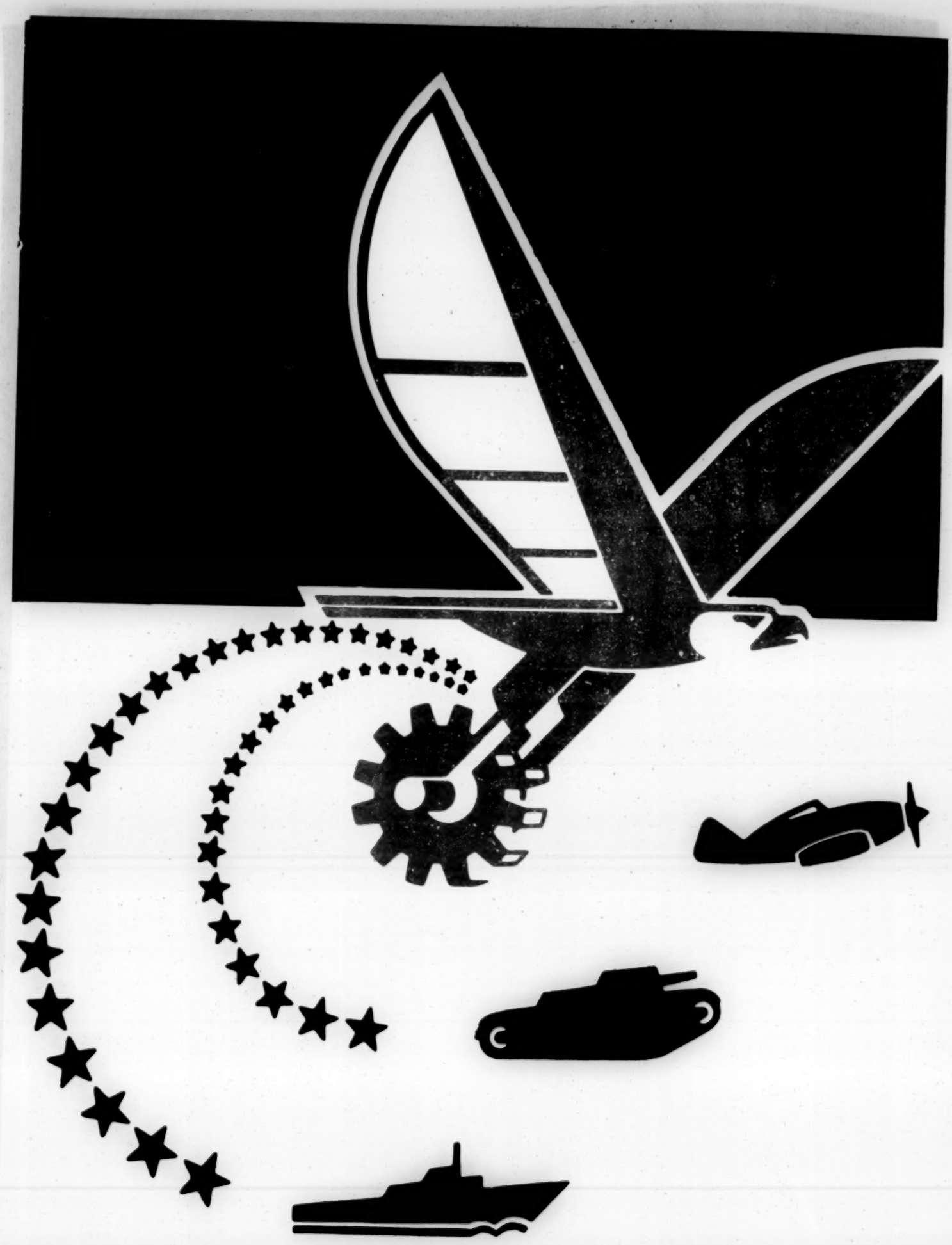
Hundreds of requests and suggestions have been made to this office for some type of identification to be displayed by plants working on defense orders. The OPM believes that these factories which are the ARSENALS OF DEMOCRACY throughout the world should be properly identified.

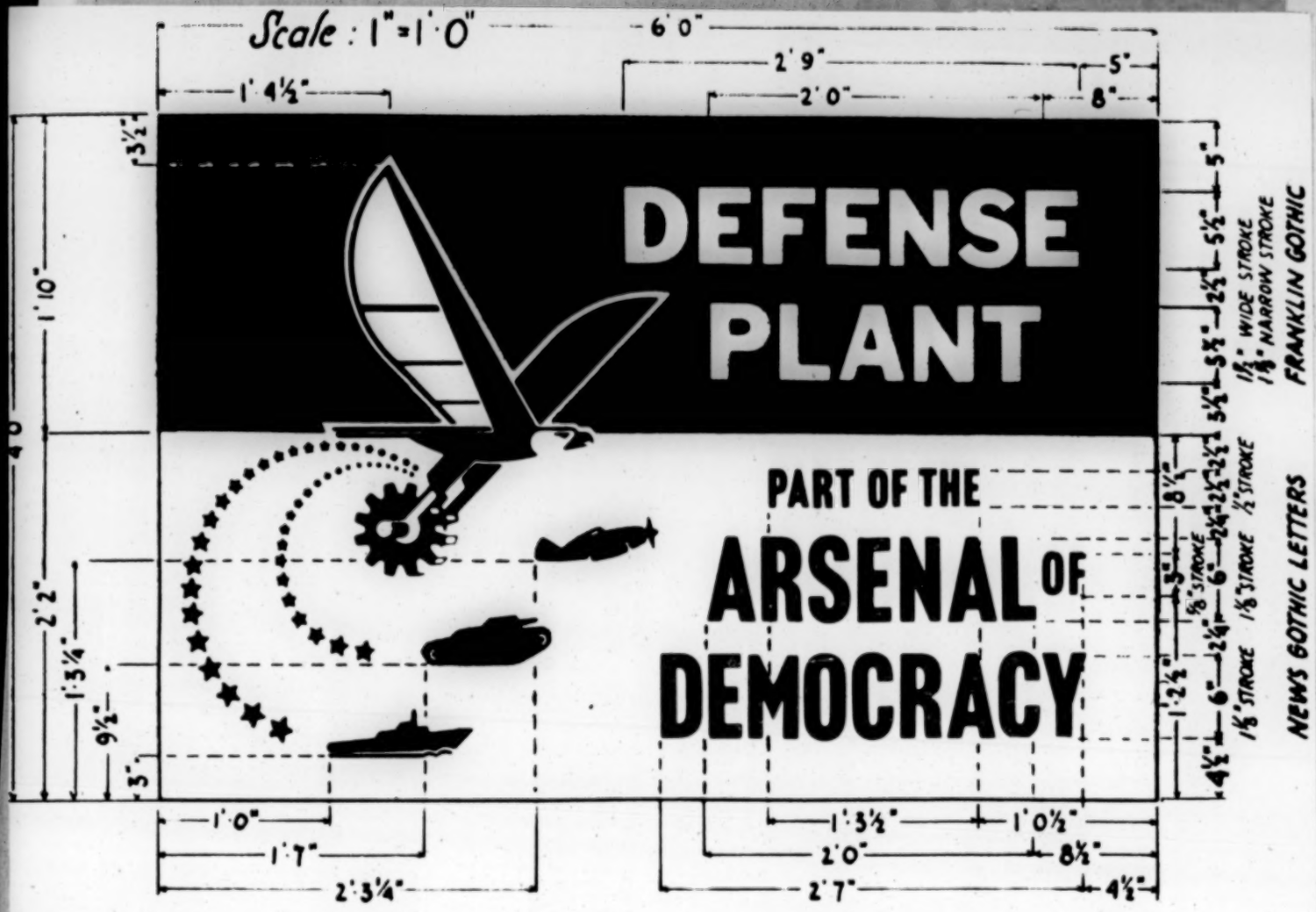
The OPM is authorizing all plants which devote half or more of their facilities to defense work to display the identification shown on Page 3. The use of the identification is subject to the rules listed on Page 4.

I feel sure that every defense worker -- whether in management or labor -- will feel a closer personal relationship with the defense effort through the display of this identification. I am sure also that everyone will feel more keenly the tremendous responsibility of being a part of the ARSENAL OF DEMOCRACY.

Very truly yours,

William S. Knudsen
Director General



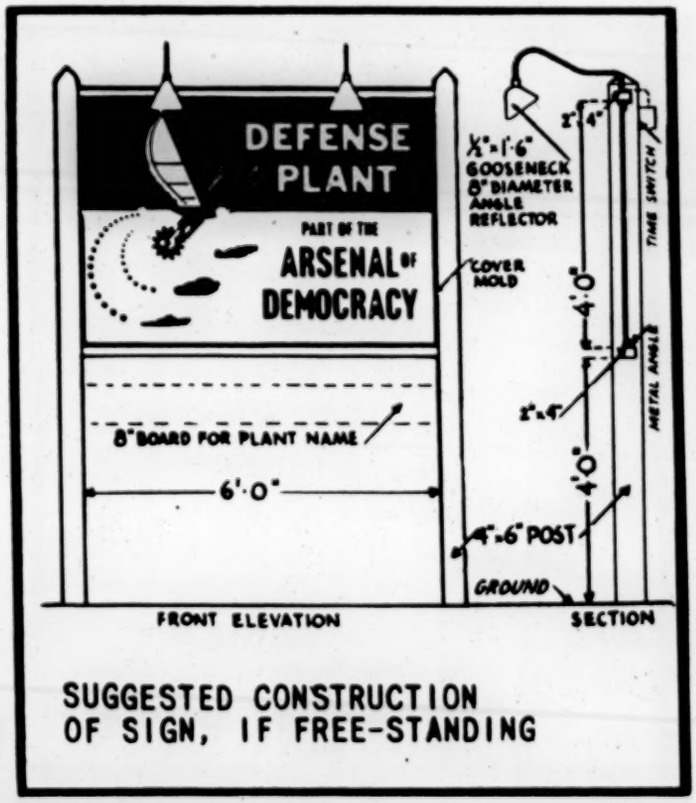


SPECIFICATIONS

BLUE must match Dupont Dulux 93-3430 Export Blue 225-7128

RED must match Sherwin Williams Kem Light Red No. 2

Colors must be guaranteed against fading.
Character and size of lettering must be followed.
The insignia should be enlarged mechanically to assure correct proportions
Sheet metal, if used, must be 16 guage minimum
Wood, if used, must be properly sized to be weather resistant
See construction detail for proper location of firm name, if desired



SUGGESTED CONSTRUCTION OF SIGN, IF FREE-STANDING

RULES GOVERNING USE OF DEFENSE PLANT IDENTIFICATION

The OPM has authorized the attached official identification for plants holding defense orders. This is authorized under the following restrictions:

(a) The sign may be displayed only by plants with 50% or more of their facilities devoted to defense work

(b) The sign may be displayed only while defense contracts are in effect

(c) The signs must be erected according to specifications

(d) If property frontage is over 500 ft., one sign may be erected for each 500 ft. of frontage

(e) Permission to erect signs may be extended to subcontractors by the prime contractors

(f) Each prime contractor is expected to inform his subcontractor of the above provisions

Defense Gov

OFFICE OF PRODUCTION MANAGEMENT
WASHINGTON, D. C.

July 14, 1941

WOMEN'S BUREAU
SEP 8 1941
DEPARTMENT OF LABOR

TO ALL DEFENSE CONTRACT HOLDERS:

Hundreds of requests and suggestions have been made to this office for some type of identification to be displayed by plants working on defense orders. The OPM believes that these factories which are the ARSENALS OF DEMOCRACY throughout the world should be properly identified.

The OPM is authorizing all plants which devote half or more of their facilities to defense work to display the identification shown on Page 3. The use of the identification is subject to the rules listed on Page 4.

I feel sure that every defense worker -- whether in management or labor -- will feel a closer personal relationship with the defense effort through the display of this identification. I am sure also that everyone will feel more keenly the tremendous responsibility of being a part of the ARSENAL OF DEMOCRACY.

Very truly yours,

William S. Knudsen
Director General

July 10, 1941

Miss Roberta Cook
Office of Government Reports
1405 G St., N.W.
Washington, D.C.

My dear Miss Cook:

I want to take this opportunity to thank you for the photographs of women in defense industries that you were kind enough to send us some weeks ago. We are delighted to have these pictures in our files for educational purposes.

Also, Miss Anderson wishes me to express to you her appreciation of your efforts in enabling her, Miss Nienburg, and other members of our staff to see your very fine motion picture on the T.V.A. They found the film very interesting. I, too, enjoyed it immensely when I saw it at the National Archives.

I am wondering how you are getting along with the motion picture on women and defense. Thinking you may find of interest our most recent reports on women in defense industries, I am enclosing them herewith.

Sincerely yours,

Mary V. Robinson, Director,
Division of Public Information.

MVR:MK
cc

aircraft & small arms

The Pond Lily Company
1475 Whalley Avenue
New Haven, Connecticut

Interview with Mr. J. F. Welch, Director of Industrial Relations, July 7, 1941, relative to the substitution of women in jobs now held by men.

The Pond Lily Company is a very old firm engaged in the dyeing and finishing of cotton goods. For a period this firm also operated a textile printery in connection with their bleaching and dyeing. Their labor policies seemed very conservative, and they were moving very cautiously in consideration of their employment of women in certain occupations.

Conditions in the plant, like those in most bleacheries and dyeing houses, were quite disagreeable, due to the processes. The heat was oppressive in some parts and humidity high, but this was no worse than what is found in many laundries. In conversation with Mr. Welch, agent suggested the installation of mechanical exhausts and fans which would alleviate some of the disagreeable features for both men and women.

The number involved in this change would be small and depend largely upon the extent of Government orders. On the day of the visit much of the work was the finishing of cotton goods for uniforms. The firm is operating two shifts, and since the policy of the Governor is now to give permission extending the hours in the night work law for women, it would be very feasible to make this change. He also referred to the recent amendment to the hour law for minors and women, which would make it possible to work 10 hours a day for 8 weeks during the year, which would probably cover stress periods.

When the print shop was closed three women were transferred to the packing department of the bleachery and dyeing house, so that present employment of women is one hooker, one packer, and one packer and clerk. There is no knotting on these large bales of finished goods, and the packing operations which the women were doing were tagging, stamping, labelling, and listing. It would be physically impossible for them to do the heavier work of lifting the bales and trucking, so substitution in this department, as in all others, would be limited.

In every case, probably, it would be necessary to change the job as at present done by men, due to the weight and bulk of the rolls. The women would need help for this labor, which at present the men can do themselves. This breakdown was recognized by the firm and had entered into their plans for the change. Occupations upon which women may be employed:

1. Hooker-machine tender (after cloth finishing and sometimes called a measurer).

2. Napper, a usual textile operation and not a new occupation for women. Sueding is a similar job sometimes done in this plant.

3. Tenter frame tender - not an operator but controls the lever. Probably adjusting would be done by men.

4. Drier tender. Again this is not an operator. This job is sometimes called the dry-can back tender and feeder. (Mangle tending, which is as far as the occupation goes similar to that of drier tender, would not be considered suitable for women by Mr. Welch, due to the tremendous power of the rolls and their greater speed.) Two occupations which seemed adapted to women - that of sewing and inspector of finished goods - the plant did not contemplate making changes upon at present. As far as the occupation goes, there would be nothing new in it for women.

All tenter frames were equipped with auto clips and two of the more modern ones had inclosed heat chambers. Conditions as far as heat is concerned were better in the off-bearing than in the feeding end of the machine. Heat and steam would be more intense for the drier tenders as they were located nearer the bleaching and dyeing vats, and the height of the roll tended to cut off what circulation of air their might be. However, it would not seem impossible to remedy this condition to some extent. Men in this department were shirtless and perspiring.

(See B.L.S. Bulletin No. 588, Wages and Hours of Labor in the Dyeing and Finishing of Textiles, 1932.

Caroline Manning

CONNECTICUT

HOURS OF LABOR OF MINORS AND WOMEN IN MANUFACTURING OR MECHANICAL ESTABLISHMENTS

(a) No woman nor minor under the age of eighteen years shall be employed in any manufacturing or mechanical establishment more than nine hours in any day or forty-eight hours in any calendar week. If the commissioner of labor and factory inspection shall find, upon application of an employer, that an emergency exists or that seasonal or peak demand places an unusual and temporary burden upon any manufacturing or mechanical establishment, any such person may be employed in such establishment not more than ten hours in any day nor more than fifty-five hours in any calendar week, but the total number of weeks of any such employment in any twelve consecutive months shall not exceed eight. Except that in the interest of national defense the governor may extend the number of weeks beyond eight after he has caused an investigation to be made and in his opinion an emergency exists, provided the powers granted to the governor hereunder shall expire on the sixth Wednesday after the convening of the 1943 general assembly. Each employer in any such establishment shall post in a conspicuous place in each room where any such person is employed a notice, the form of which shall be furnished by the commissioner of labor and factory inspection, stating specifically the hours of work required of any such person on each day of the week, and the employment of any such person for a longer time on any day than so stated shall be a violation of this section. (b) Any person who, or firm or corporation which, shall violate any of the provisions of subsection (a) of this section shall be fined not more than twenty-five dollars for the first offense and be fined not more than one hundred dollars or imprisoned not more than thirty days or both for any subsequent offense.

1941
H.B.2677

1941

(New matter underscored.)

General

July 1, 1941

Mr. J. F. Welch
The Pond Lily Company
New Haven, Connecticut

Dear Sir:

Members of our staff have been making a series of studies on the use of women in defense plants. As yet we have done nothing in the dyeing and bleaching industry. We would be glad, however, to have a member of our staff who is fully acquainted with the textile industry confer with you, and render you assistance in your labor problem. She would be available on Monday, July 7, if this would meet with your convenience.

Sincerely,

Bertha Nienburg,
Assistant Director

BN:ml

THE POND LILY COMPANY

ESTABLISHED 1896

NEW HAVEN, CONNECTICUT

N. A. SPERRY, PRESIDENT
S. C. SPERRY, JR., VICE PRES. AND TREAS.
P. A. SPERRY, SECRETARY
A. W. SPERRY, ASS'T SECRETARY

BLEACHING, MERCERIZING
DYEING, PRINTING, NAPPING,
AND FINISHING OF COTTON
AND RAYON PIECE GOODS

June 25, 1941

United States Department of Labor
Women's Bureau
Washington, D.C.

WOMEN'S BUREAU
JUN 26 1941
DEPARTMENT OF LABOR

Gentlemen:

We are engaged in dyeing and finishing cotton piece goods. We do dyeing, bleaching, napping, fire proofing and water repellent treatments. We are interested in obtaining information as to the possibility of employing women in our plant and to determine which of our jobs would be or could be converted so that they could be done by women. Will you please advise us if you have any information in your files as to whether this has been done in the dyeing and finishing industry.

We understand that your department has a staff for making surveys of plants to determine the possibility of using women employees. We would also like information as to this service.

Yours very truly,
THE POND LILY COMPANY

J. F. WELCH

JFW/law

THE POND LILY COMPANY

ESTABLISHED 1896

NEW HAVEN, CONNECTICUT

N. A. SPERRY, PRESIDENT
S. C. SPERRY, JR., VICE PRES. AND TREAS.
P. A. SPERRY, SECRETARY
A. W. SPERRY, ASS'T SECRETARY

BLEACHING, MERCERIZING
DYEING, PRINTING, NAPPING,
AND FINISHING OF COTTON
AND RAYON PIECE GOODS

July 3, 1941

Miss Bertha Nienburg
U. S. Department of Labor
Women's Bureau
Washington, D.C.

WOMEN'S BUREAU
JUL 3 - 1941
DEPARTMENT OF LABOR

Dear Miss Nienburg:

Thank you for your letter of July 1st regarding having one of your representatives call on us to discuss the feasibility of employing women in some of our operations. We would be pleased to meet your representative on July 7th as you suggest.

Yours sincerely,

J. F. Welch

J.F. WELCH
THE POND LILY COMPANY

JFW/law

Miss Manning visited firm.
M.H.S.

STANDARDS AND POLICIES RECOMMENDED BY THE WOMEN'S BUREAU FOR WOMEN ON NIGHT WORK

Whenever individual plants with defense contracts claim that night work by women is essential to speed up production and the War Department is so notified, and in turn notifies the Women's Bureau, the latter will immediately analyze each situation, especially where there might be a relaxing in State legislation pertaining to such employment, to make sure that no other motive than the defense situation is responsible and to prevent any unnecessary night employment of women.

Where permission to do night work is granted this should not be State-wide but should apply only to those individual firms that prove the need for such employment and only for duration of the defense contract. The State department of labor and all other forces concerned with allowing night work by women should do everything possible to offset or minimize its harmful effects.

Special attention should be given to age, by refusing to employ on night work girls of less than 21 years.

special effort to prevent, wherever feasible, either constant standing or constant sitting, by providing seats adjusted to the worker and the work.

Increased safety precautions, as night work is more conducive than day work to accidents.

Adequate first-aid facilities and medical department.

Supervision of work as adequate as on the day shift.

Adequate and conveniently located washing, drinking, and toilet facilities.

Adequately equipped and staffed lunch room, dressing room, and rest room.

Even more careful supervision than on the day shift of women workers, from the viewpoint of personnel policies, by a competent employment executive, preferably a well-qualified woman.

The management in plants where women are employed at night should request transportation companies in the locality to guarantee adequate transportation facilities for the women in regard to going to and coming from work, particularly in connection with times for change of shifts. A survey should be made by the plant management to find out where workers are living. Transportation facilities should be adequate so as to prevent women from being subjected to inconvenience, such as loss of time from waiting for conveyances or walking considerable distances.

Special effort should be made by all forces concerned to insure for women on night work the standards of employment recommended by the Women's Bureau in its Special Bul. No. 1, "Effective Industrial Use of Women in the Defense Program".

Ample supervision should be given by plant management to guarantee to women on night work the following working conditions:

Hours of work not to exceed 8 a night.

One night of rest in seven.

A half-hour meal period with opportunity for a hot nourishing meal.

Best possible lighting and ventilation arrangements in accordance with latest scientific developments.

Special effort to prevent, wherever feasible, either constant standing or constant sitting, by providing seats adjusted to the worker and the work.

Increased safety precautions, as night work is more conducive than day work to accidents.

Adequate first-aid facilities and medical department.

Supervision of work as adequate as on the day shift.

Adequate and conveniently located washing, drinking, and toilet facilities.

Adequately equipped and staffed lunch room, dressing room, and rest room.

Even more careful supervision than on the day shift of women workers, from the viewpoint of personnel policies, by a competent employment executive, preferably a well-qualified woman.

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HILLYER JUNIOR COLLEGE

HARTFORD, CONNECTICUT

WOMEN'S BUREAU
JUN 30 1941
DEPARTMENT OF LABOR

June 27, 1941

Miss Bertha M. Nienburg
Assistant Director
U. S. Department of Labor
Women's Bureau
Washington, D. C.

Dear Miss Nienburg:

Thank you for your letter of June 18th, suggesting the training courses for women in aircraft production as one of the things we might undertake in this area. We are already administering the Federal Engineering Defense courses, so that we too have been hoping for success in such a course. Our problem has been to ~~put~~ opposition to the employment of women at United Aircraft, probably because the work here is largely heavy industry on engines. I am sending on your pamphlet to Miss Harrison, personnel director at the United Aircraft, who is studying the situation with me.

I was in Washington last week for a brief day during which I had hoped to call and thank you. As sometimes happens, I was caught in a series of conferences in the Educational Division, so that I could not do this. I know that we are only at the beginning of our plan here, and I shall probably be calling on you again as opportunities for women's employment comes in new fields.

Cordially yours,

Rachel Conrad Nason

Mrs. R. P. Nason
Dean of Women

RPN:MK

Defense
Gen

BOSTON UNIVERSITY
COLLEGE OF BUSINESS ADMINISTRATION
685 COMMONWEALTH AVENUE
AT GRANBY STREET
BOSTON

BUREAU OF BUSINESS RESEARCH
CHAIRMAN: DEAN EVERETT W. LORD
DIRECTOR: RALPH G. WELLS
HEAD OF MANAGEMENT DEPARTMENT
ASSOCIATE DIRECTOR: WILLIAM G. SUTCLIFFE
DIRECTOR OF GRADUATE DIVISION
DIRECTOR OF RESEARCH: RICHARD P. DOHERTY
PROFESSOR OF ECONOMICS
STATISTICIAN: JOHN S. PERKINS
ASSISTANT TO THE PRESIDENT

June 2 5, 1941

WOMEN'S BUREAU
JUN 26 1941
DEPARTMENT OF LABOR

Miss Bertha Nienburg, Acting Director
U.S. Department of Labor
Women's Bureau
Washington, D.C.

Dear Miss Nienburg:

Please accept my appreciation for your kindness in sending me twenty copies of your booklet, "Effective Use of Women in the Defense Program."

I would also appreciate receiving a copy of any future publications along the same theme.

Sincerely yours,

R. P. Doherty

Sent 7/1/41
Small amount
Artillery Ammo. Sent 8/8/41

Defense
Gen

June 13, 1941

Brig. Gen. Lewis B. Hershey
Deputy Director
National Headquarters
Selective Service System
21st Street and C Street, N.W.
Washington, D. C.

My dear General Hershey:

I have your letter of June 11th and I am glad to send you copies of the aircraft report for distribution to the State directors. I hope it proves useful in their work.

We are having more copies made so that a larger quantity will be on hand shortly; should you desire a further supply we shall be glad to furnish extra copies.

Sincerely yours,

Mary Anderson, Director

MA
SFN
llv

NATIONAL HEADQUARTERS

SELECTIVE SERVICE SYSTEM

21ST STREET AND C STREET, N. W.

WASHINGTON, D. C.

June 11, 1941

WOMEN'S BUREAU
JUN 12 1941
DEPARTMENT OF LABOR

The Director,
The Women's Bureau,
United States Department of Labor,
Washington, D. C.

Dear Miss Anderson:

I have read with interest and with great profit your study on Women's Factory Employment in an Expanding Aircraft Production Program. I want to express to you my appreciation of your thoughtfulness in making this available to me.

I should be very glad, if it is possible, for me to receive 52 copies of this paper for distribution to the Directors of the States, Territories and the District of Columbia.

With best regards, I am

Sincerely yours,

Lewis B. Hershey

LEWIS B. HERSHEY
Deputy Director.

7 files

June 9, 1941.

Mr. Carson C. Hathaway,
Chief of Information and Recruiting Division,
U. S. Civil Service Commission,
Washington, D.C.

My dear Mr. Hathaway:

In view of the many requests that come to the Women's Bureau for information as to the employment and status of women workers in connection with the Defense Program, we have decided that it would be helpful for the members of our staff to have speakers from other Government agencies explain, at a series of informal meetings, various phases of the situation that fall within their scope. We plan to have only one speaker at each meeting give a general summary and then answer questions that may arise.

As we are constantly being asked about the part women in the Federal Government Service are taking in the Defense Program - the numbers of women engaged in such work, the kinds of work they are doing, opportunities as to their future employment, and so on - we feel that it would be of great interest to us to have you discuss the facts and trends pertaining to women and defense in the Government service that have come to your attention. Such information will give our staff members a better background to help them as speakers to make sound replies in response to questions concerning Government employees and job opportunities, or those members in our other kinds of information activities to know which requests should be referred to the Civil Service Commission.

We should appreciate exceedingly having you as our speaker on Friday, June 13, 11 a.m. in my office, Room 1307, Department of Labor Building, if that time is convenient for you. If not, will you kindly let us know a suitable date, possibly June 18th or 21st, or some time later that may be mutually satisfactory?

Sincerely yours,

Mary Anderson, Director.

MVR
erb

Filo

WESTERN RESERVE UNIVERSITY
CLEVELAND, OHIO

SCHOOL OF APPLIED SOCIAL SCIENCES
2117 ADELBERT ROAD

WOMEN'S BUREAU
JUN 10 1941
DEPARTMENT OF LABOR

June 7, 1941

Miss Mary Anderson
Women's Bureau
U. S. Department of Labor
Washington, D. C.

My dear Miss Anderson:

I am very much concerned, as we all are these days, with the conditions of work of the people employed in the new defense industries. I knew of course that you and your staff would be working on it in terms of its effect on women and I was glad to hear from Miss Louise Stitt in Atlantic City of what you were doing.

May I make one further suggestion of something which it seems to me needs to be followed up at this time, and I can think of no more appropriate agency than the Women's Bureau. I understand that there are to be some women's dormitories built for the girls employed in certain of the new industries. These are of course the responsibility of the Defense Housing Authority. I have had some experience lately in working with the Cleveland Public Housing Authority on the problems which arise in connection with public housing and of course equal, though somewhat different problems will arise in dormitories in which girls are housed. These problems will be likely to appear around the management of the dormitory, the provision for recreation, and the handling of the inevitable personal problems which will occur in any population of girls away from home. I am not sure that the Defense Housing Authorities will be sufficiently alive to these situations and will recognize in time the need for adequate provision to meet them. Of course, one of the important aspects of this is the putting in of qualified personnel as directors of such dormitories. With the present demands for competent and mature people this will be hard to find but I think it is very important that people interested in the kind of life which will be lived in these dormitories should bring pressure to avoid the appointment of the wrong kind of persons. It will not be enough to have people who know how to do housekeeping and feeding. I hope, therefore, that your Bureau, in investigating the conditions of women in the new defense centers, will include the problems arising around the dormitory provisions and will use your influence to see that they are set up with provision for handling the human needs which will be likely to arise. I am, of course, also concerned with the women and children in the families of defense workers in these new housing centers but I think they are perhaps going to get more attention from other sources.

I shall be interested to know whether you are already running into any of these problems and what you think might be done about them.

Sincerely yours,

Grace L. Coyle

Grace L. Coyle

GLC:LP

MODERN INDUSTRY

WOMEN'S BUREAU
JUN 5 - 1941
DEPARTMENT OF LABOR

June 4, 1941

Miss Bertha M. Nienburg, Assistant Director
U. S. Department of Labor
Women's Bureau
Washington, D. C.

Dear Miss Nienburg:

I wish to thank you for your criticism of the article "Women in Industry". On the basis of your remarks, I have made several additions which I believe clarify some of the points which you mentioned. I certainly appreciate the time that you took to read the manuscript so carefully and give it such an honest criticism.

I received today the excellent report of your department on the potential use of women in the aviation industry and am gratified to find that it bears out a great number of conclusions reached through my conversations with you and with others in Washington.

I am forwarding to you under spearate cover a copy of the War Time report, the use of which I greatly appreciated. I will also send copies of the magazine to you when it is off the press.

Sincerely yours,

Kirk Earnshaw

Kirk Earnshaw
Labor Editor

KE:DF

May 27, 1941

Mr. Kirk Earnshaw, Labor Editor
Modern Industry
347 Madison Avenue
New York, New York

My dear Mr. Earnshaw:

I have read your well-written manuscript on women in industry with real interest. While I think it is for the most part a carefully prepared statement, I would like to call your attention to a few misconceptions.

1. The impression would seem to be given that women are being employed to replace men. We do not find this to be true in manufacturing industry rather the types of work which women have always done are calling for an increase in women's employment. Men did not perform this work in normal times nor in the last-war period, therefore, the extension of the use of women's employment cannot be considered as a substitute.

2. Women have been unemployed as well as men. When our closest estimate was made before expansion came, we had some 3,000,000 unemployed women. Added to this group are the very large number of factory women workers who are employed seasonally. This applies to the women's apparel industry, millinery and some of the food industries in which our records show that the larger number of women do not obtain six months employment. These factory trained women are available to the defense industries when such industries are located near their homes.

3. On page 10 I take it there has been a typographical error that instead of recreational facilities you were referring to rest facilities. No one asks for recreational facilities in factories in peace or any other time.

4. On page 12 you state that the large majority of girls at Frankford arsenal are young women. Since the beginning of the factory system it has been customary for daughters in the lower income group to become self-supporting. To-day this is also customary among the so-called middle income families. Therefore, the daughter's employment is primarily to support herself. In so doing she quite generally pays the family for her room and board and also helps younger members of the family. The single employed daughter is a greater economic asset to the family than the single employed son because our studies show that the son although earning more does not turn as much over to his father's household. Your description of the reason why

women work applies only to married women with husbands capable of holding a full time job.

5. On page 13 you put the employment of women on the same status as child labor and the labor of home workers. This is quite an erroneous viewpoint. For many years all groups familar with industrial problems have agreed child labor and home work must cease. However, women are and always have been a part of the productive staff of the nation. The American Federation of Labor fought minimum wage laws for women and hours laws for many years. This was done from a purely selfish viewpoint, that is, that if women were helped by law they would not join unions. While the viewpoint toward legislation has changed there are still many trade unionists who do not favor such legislation for men. The instances in which the unions get legislation on the statute books to prevent women's employment are very few. The only ones known to me deal with the operation of grinding machines and the work in foundries. That the organized crafts groups have discouraged apprenticeship for women is undoubtedly true. But the same may be said of our college professors that discourage women from entering most of the professional courses.

6. On page 14 I am sure you do not mean to infer that laws are modified weekly. The legislatures meet biennially. The application of the law is made by administrators and the interpretation by lawyers. The lawyers seem to be the group that are building up a mass of labor laws especially with reference to the laws that apply to all groups of labor.

We have just had a telegram from the managers of several airplane plants concerning our recommendations on the use of women in aircraft assembly. The report will now be mimeographed and a copy will be sent to you.

Sincerely,

Bertha M. Nienburg,
Assistant Director

MODERN INDUSTRY

WOMEN'S BUREAU
MAY 26 1941
DEPARTMENT OF LABOR

May 24, 1941

Miss Niemburg, Assistant Director
Women's Bureau
Department of Labor
Washington, D. C.

Dear Miss Niemburg:

Enclosed please find a copy of the manuscript of the story on "Women in Industry" which is to appear in the June 15th issue of MODERN INDUSTRY.

I wish that you would look it over and wire to me collect as soon as possible any corrections or comments that you or Mr. Harris may have to make.

I hope that in considering the article you will recall that MODERN INDUSTRY is circulated among 55,000 top management executives and is not distributed to the news stands. MODERN INDUSTRY's readers are not the general public but are men who are leading the army of industry in our common national defense effort.

Thanking you for your advice and counsel, may I remain,

Cordially yours,

Kirk Earnshaw
Labor Editor

KE:DF

What is to be the role of women in industry in America's national emergency?

That question is being asked today by management, government, trade unions, economists, and sociologists.

Confidential reports of the U. S. Employment Service warn of the serious need for increased use of women in industry in half-a-dozen states.

Reports to the Training Division of the OPM Labor Division on labor requirements in defense industries indicate the beginning of a trend whose full impact will not be felt until mid-summer (sooner, of course, in the event of formal hostilities).

In the Women's Bureau of the Department of Labor, the Army Ordnance Department, the United Service Organizations and other agencies, plans for the large-scale employment of women in industry have been taken from office filing cabinets and are today on the tops of Washington desks--marked "Urgent."

"Because of a shortage of certain types of labor, women are being used in increased numbers in jobs ordinarily performed by men," Director Leonard J. Maloney of the Connecticut State Employment Service reports to MOD-

ERN INDUSTRY. "Our State Manufacturers' Association is looking into this phase of labor procurement. There is pending a measure designed to give the Governor authority to suspend all hours laws in the emergency."

Nevertheless, opinions as to the need for any rapid increase in female employment in industry--defense and normal--vary. Some economists say that an ample labor reserve exists, that there is no need for recruitment of women by industry; others declare that the reserve of women must be quickly tapped to speed defense. Agreement is universal that a "shooting war" will require the immediate enlistment of a vast industrial army of women to supplant the men called up for military service.

But regardless of actual needs, the fact remains that the employment of women in industry is being speeded by defense requirements. Training of women forindustry is an important "must" on the agenda of OPM officials. Wherever management is faced with existing or potential labor shortages, it must consider the economic advisability--the dollars and cents problems--of substituting women for men.

Preliminary reports of the 1940 Census

place the national labor force at 52.8 million persons, of whom 12.8 million are women. Estimated employment in March, 1941, according to the National Industrial Conference Board, reached 49.3 million men and women, and normal additions to the labor force brought the estimated unemployed to 6.1 million. AFL economists estimate unemployment at 7.5 million, the CIO experts at 8.1 million.

Some economists maintain that perhaps not much more than half of the unemployed are employable, therefore that the labor reserve is perilously low considering demands for defense. Immobility of the labor reserve is already causing serious labor shortages in various areas of high production. Men are walking the streets in some cities searching for jobs while a few hundreds of miles away employers are anxiously seeking men. It is in these latter areas that women are pouring into industry.

On the actual need for recruiting women into industry, opinions range from the dire predictions of CIO's Research Director Ralph Hetzel Jr. to newspaper accounts of the "dainty fingers that are making the sinews of

war# Hetzel maintains that the planned curtailment of consumer goods production will result in the dismissal of enough men now employed to more than meet defense industry needs. Indeed, Hetzel reasons, it is conceivable that materials shortages and consumer goods production curtailment may actually increase unemployment!

On the other hand, some newspaper stories of the activities of scattered "Tug Boat Annies" in industry would have you believe that women will take over all--or nearly all--of the jobs normally held by men in industry.

But regardless of these conflicting views, sound planning compels Industry to ponder these questions:

What work can women best do?

Can profits be maintained with female help?

What costs are added by female employment?

How must physical equipment be altered?

What are the social and economic effects upon the community?

What will be the attitude of organized labor?

These and other questions have been answered --or answers indicated--by the past and present experiences of industry.

Broadly speaking, women can potentially perform any industrial operation within the limits of their strength. Up to that limitation--estimated by Josephine Jeteyko's researches in France for the International Labor Office at 570/1000 of the strength of men --women can fill any man's job with proper training. But training of women has been badly neglected in the past decade and only within the last few weeks have serious efforts been made--other than NYA's activities--to give women the mechanical training required for industrial occupations.

In addition to strength limitations, women are handicapped in some industrial pursuits by greater susceptibility to industrial poisons, by the necessity for rest periods and seating facilities, and by other physical limitations.

On the other hand, women are peculiarly well fitted for some occupations in which they actually excel men and which they surrender to men in normal times only because of sex-prejudices in management, pressure of trade unions, oversupply of labor, and a natural preference for home life.

In a study of wartime substitution of women for men by the Women's Bureau of the Department of Labor, a sampling of 562 companies showed that 286 or 77.4% found the work of women as satisfactory as or better than that of the 58,717 men they replaced. Women in World War I performed best as substitutes in metal-working establishments; 212 out of 278 reporting found the work of women as good as or better than that of men.

In six operations (inspection, drilling machine, filing and bench work, soldering, gear cutter and shaper, and welding) substitution was possible on a woman-for-man basis--100 women did the work of 100 men. In seven other occupations, 100 women were required to do the work of from 91 to 99 men. In an eighth --crane operating--the ratio was 100 women substituting for 81 men. In eight of 14 metal-working trades analyzed, women were retained in their new jobs after the war by 65% or more of the companies reporting.

As early as this January, women were being placed in 60 out of 600 selected defense jobs, according to reports of the U.S. Employment Service. Among the jobs in which placement of women exceeded or nearly equalled the placement of men were airplane coverer, battery as-

sembler, electric braider, radio repairman, clock and watch trainer, forming press operator, punch press operator, floor assembler, and virtually every craft in the textile, garment, and related industries.

The experience of General Electric Co. is typical of many major industries. GE estimates that half of its 22,000 women employees are working on defense, and adds that the company "is now looking for alert, attractive girls, particularly with mathematical training." At the company's Schenectady plant, 1,100 women have been added since last September--chiefly for radio and small machine assembly.

In General Motors you find no marked substitution of women for men, but defense production demands are requiring substantial additions to existing women personnel in plants and occupations which normally use a high percentage of women.

Winchester Repeating Arms Co. in New Haven, Conn., is one of the largest employers of women in the defense industries, and is one of those few companies that have permission from Governor Hurley of Connecticut to employ women on a night shift. Works Manager T. I. S. Boak says that 28% of the plant's 9,000 employees are women, and that the proportion will be increased in the next few months.

At Winchester women are used chiefly in the

manufacture, inspection, and packing of small arms ammunition. Keen eyesight and manual dexterity are the chief requirements for such jobs--and Boak finds that women are better equipped physically and mentally than men for such jobs.

Experiments now under way in the Vultee AirplaneCo. plants in Los Angeles and research by the Women's Bureau of the Department of Labor point to a tremendous employment of women in the aviation industry.

In the Vultee shops a number of women have been tried out on various operations, with preliminary reports indicating that women can be successfully used in this fast-growing industry. The Women's Bureau, whose basic philosophy is that women are a very real part of the labor force (in contrast to the widely accepted view that women constitute only a submarginal reserve) is preparing for early distribution a report recommending the large-scale employment of women in the aviation industry.

Further studies have been made by a committee of the National Academy of Sciences which recommended placement of women in aviation to

stabilize employment in the industry. With aviation moving into assembly-line production under the defense drive, simplification and specialization of jobs will accelerate the use of women in an industry already handicapped by the continued drafting of young men employees.

Employment of women in defense is well demonstrated at the U. S. Army Ordnance Department's Frankford Arsenal at Philadelphia. There MODERN INDUSTRY found women working in scores of departments, their jobs ranging from delicate adjustments of time fuses and precision instruments to swinging the 15-pound shell cases for 155-millimeter guns on to inspection tables.

At Frankford, the production problems growing from the employment of women are recognized and most have been solved. With emphasis placed on production and still more production, some of the engineering and personnel niceties that prevail in private industry have been ignored for the present. They have not been forgotten, however, and Army Ordnance officers are working night and day to meet the extraordinary problems arising from increased female employment. Meanwhile, the protection of civil service status under which some 3,000 women work at the Arsenal and the patriotic spirit of women who know that they are doing their part in the defense effort

serve to smooth out some of the apparent rough spots in production methods.

Modern washroom and recreational facilities which are important in plants employing women in high-speed production are absent today--but are under construction. Materials-handling equipment is also lacking in some departments. In the 155-millimeter shell inspection department, for example, young girls lift and push the heavy cases from table to table and from gauge to gauge. The weights involved exceed the statutory limitations in effect in six states. Seats, important to the health of women in industry, are lacking in some arsenal departments. Women work on all three shifts, eight hours a day, six days a week. There are no rest periods during the day.

These imperfections, however, were found in departments that are being rapidly expanded, and conditions are temporary. New handling equipment, more floor space, improved locker rooms, and other construction nearing completion will provide ideal working conditions for women at Frankford. The ultimate goal of the Army engineers is exemplified in the completed air-conditioned, fluorescent-lighted rooms in

which fine adjustments of optical equipment are made (see also p. 00).

Although the Arsenal has employed women for many years, new additions to the staff have brought the average age to a little under 30. Wages range from $2.56 a day for apprentices to as high as $35 a week for piece-workers. Women are employed in all departments, with the bulk working in the time-fuse division where keen eyesight and nimble fingers are most sorely needed to assemble and test the delicate mechanisms of timed explosives--mechanisms strong enough to withstand the shock of being blown from an artillery piece, delicate enough to detonate a shell with split-second accuracy.

The girls and women employed in the Frankford Arsenal represent a fair cross-section of women in industry. Some are married and a few are mothers; most are young; all are American citizens and have had some high school education. Many of the newer employees have been recruited from the textile industry and most are natives of Philadelphia. Most live at home, a few in apartments or rooming houses close to the Arsenal.

The factors that made these women decide to work at the Arsenal are the same ones that will rule women's decisions generally as defense production steps up. Although higher

wages and increased employment of men have eliminated in many cases the economic necessity for women to find work, there are offsetting factors--increased living costs, conscription or fear of the conscription of supporting menfolk, prospects of high taxes, and a normal desire to supplement incomes already adequate. The jobs are there--and applicants are not lacking.

More girls and women will be added to the staff at Frankford and other government arsenals as quickly as plant facilities are expanded and raw materials made available. The chief spurt in female employment in government plants, however, will come in the bag-loading and other powder plants now swinging into production at Charlestown, Ind., Radford, Va., Childersburg, Ala., and elsewhere (MI, 5/15, p.00). In World War I, from 50 to as high as 85% of personnel in some powder plants was female.

The attitudes of organized labor, CIO and AFL, on increased employment of women in industry differ only slightly. The CIO believes that no need exists for such employment; the AFL points out that in only a few instances can women compete with highly skilled craftsmen organized in AFL unions and working under rigid contracts that establish apprentice training. In CIO and AFL unions are many women

members for whom the unions have sought in contracts to perpetuate the "equal pay for equal work" policy that has been advanced by the Women's Bureau.

There is a fundamentally sound fear in both camps of labor that a rapid expansion in female employment will tend to dilute skills generally, reverse the trend in the labor market from a seller's market to a buyer's market, and reduce wage levels. Just as organized labor has in the past fought competition from child labor and home workers, so the unions will seek to cut off female competition by restrictions on hours, wages, and conditions of work. These limitations, generally adopted in the name of health, safety, and humanitarian objectives (which they are) are found in union contracts and in state and federal statutes.

First move of the unions will be toward organizing the new women in industry--a task that may not be simple. Women who do not depend on their jobs for long-term security are not readily won to trade unions. But there will be less resistance among the women workers themselves to unionization now than there was during World War I. Union activity, the weight of existing wages and hours legislation, and the Walsh-Healy Act will minimize the wage differentials between men and women to-

day. Although existing statutes in some instances demand equal pay for equal work for men and women, in actual practice operations performed by women are so arranged or defined that few similar operations are performed by both sexes.

Laws regulating the employment of women are multitudinous and conflicting. They vary from state to state and are modified almost weekly. The employer considering hiring women should consult with state labor commissions and with the Women's Bureau of the Department of Labor in Washington, which will send trouble-shooters to any plant to study possible use of women.

In general, restrictions on female employment that should be checked by every prospective employer fall into these categories: wages and hours, night-work prohibition, rest periods, special safety devices, seats, weight lifting, industrial poisons, lighting, uniforms, rest-room and toilet facilities.[1]

Continued standing and lifting of excessive weights result in pelvic and other internal injuries to women; many are more susceptible to poisons than men; skirts and long hair are dangerous near some machines; rest periods and recreation tend to eliminate periodic time-loss. Some employers of women are reducing time lost through normal female

disorders by providing needed medicines regularly.

While many restrictions were originally motivated by men workers' fear of female competition and in some cases are today opposed or ignored by individual women--or by employers --they represent for the most part honest legislation for the protection of women from exploitation by themselves or their employers.

In the defense emergency there is already a trend toward relaxing many existing rules, but state industrial commissions and the Women's Bureau are exercising great caution. In Connecticut, for instance, the night-work prohibition for women has been relaxed in a few instances only after the Industrial Commission was sure that adequate transportation and police protection existed for night-shift women workers, that plant safety and general working conditions were satisfactory--and finally that the night shifts were absolutely required for defense.

A community problem that arises from large-scale employment of women in industry was met in World War I by the Industrial Division of the Young Women's Christian Association and affiliated groups, and will be met in the present emergency by the United Service Organizations, of which the YWCA is a member.

No accuract measurement has ever been made

of the social upheaval that resulted from the mass employment of women in industry during World War I. But that it was great cannot be denied.

In that period, thousands of women were plummeted from rural or domestic life into the hurlyburly of urban and industrial activity. From lives of cooking and sewing, teaching and office work, home-making and husband seeking, women were tossed into a world of time clocks and uniforms, lathes and punch presses, rooming houses and economic independence.

In a comparatively few months they won a greater recognition of women's role in industry and higher wages for women workers generally. But they were the first to be laid off in the postwar slump--laid off so rapidly that the 1920 Census shows no sign of a large army of women in the nation's labor force. Adjustments to industrial activity were difficult enough; readjustments to normal women's pursuits were even harder.

In scores of cities, the industrial divisions of the YWCA have been carrying out programs to ease the adjustment of girls and women to industrial life. Proceeding from the premise that home life and recreation are essential to the industrial productivity--and happiness and health--of women, the YWCA pro-

vides dormitories at low cost for working girls. Cooking facilities, gymnasiums, swimming pools, study groups, libraries, coeducational clubs, camps, and the like are available to girls and women in industry.

In the United Service Organizations, these needs of women are recognized in plans for building and operating recreation centers in military camps and defense industrial centers. In the latter, as during World War I, living quarters and recreation facilities will be provided for the women working in the big munitions plants. In varying degrees, depending on the source from which they draw women workers, private employers may find themselves confronted with similar problems and will arrive at the same solution if high productivity and satisfactory industrial relations are to be maintained.

In the final analysis, the use of women in industry will depend chiefly on economics. If profits obtained by continued normal or increased production exceed the costs of materials-handling equipment, safety devices, special devices, special washrooms, recreation centers, time loss, simplification of tools, and possible lower productivity per employee--then management will put more and more women to work. If a "shooting war" begins and the vast army required to defend democracy is con-

scripted from the ranks of men in industry, women certainly will do their part.

The nation's women are prepared; government and industry are training them, placing them at the vital machines that they can best operate. Whether they are to remain some years from now to glut the labor market and swell the ranks of persons skilled and unemployed can be answered only by time.

June 3, 1941

Mr. Leo A. Sweeney, District Superintendent
New York State Employment Service
330 Walbridge Building
Buffalo, New York

My dear Mr. Sweeney:

Enclosed herewith is a copy of our recommendations concerning women's employment in aircraft assembly plants. This has just been released and we are asking that it be considered confidential until such time as the aircraft industry is ready to employ women and the vocational schools are prepared to train them.

Very truly yours,

Bertha M. Nienburg,
Assistant Director

Enclosure

Exhibit A.

DIVISION OF PLACEMENT AND UNEMPLOYMENT INSURANCE
NEW YORK STATE EMPLOYMENT SERVICE
AFFILIATED WITH
SOCIAL SECURITY BOARD

330 Walbridge Bldg.
Buffalo, New York.

WOMEN'S BUREAU
MAY 31 1941
DEPARTMENT OF LABOR

May 29th, 1941

Miss Mary Anderson, Director
Women's Bureau
United States Department of Labor
Washington, D. C.

Dear Miss Anderson:

Some few weeks ago it was brought to my attention that representatives of your office were making a survey of the positions in the Buffalo aircraft plants where women might be well employed.

Experiencing, as you know, a definite shortage of manpower, we are deeply interested in the referral of women to positions in these and other local defense plants. Therefore, I would appreciate a copy of your findings.

Your findings, by the way, would also be used in substantiating my recommendations to the Vocational School and Defense Training authorities of the Buffalo Board of Education.

Yours very truly,

Leo A. Sweeney

LEO A. SWEENEY,
District Superintendent

las mlh

Defense

FEDERAL SECURITY AGENCY
SOCIAL SECURITY BOARD
Washington, D. C.

For release in morning newspapers of
Wednesday, May 28, 1941
(853)

Federal Security Administrator Paul V. McNutt announced today that the number of workers skilled in some 400 important defense occupations and registered in State employment offices increased slightly during March.

A recent survey, made one week after the opening of a Nation-wide effort by the United States Employment Service to induce all available workers to register at their State employment offices, showed an increase of 7,400 or 2.1 percent more registrants in these selected occupations than a month earlier.

The bulk of the increase, according to the Bureau of Employment Security, Social Security Board, which conducts the monthly surveys of defense workers available through State employment offices, was in the building and metal trades. The occupations with the fewest registrants, as in past months, were chiefly in the aircraft, shipbuilding, and machine-shop groups. Even where there were increases in the number of registrants qualified for work in these three fields, the demand in most cases far exceeded the supply.

In all, 364,400 workers were registered in the list of 394 technical, skilled, and semi-skilled occupations surveyed. Eighty-five percent of the total, however, were concentrated in 65 occupations. Practically half the occupations had fewer than 100 registered workers; many of them had fewer than 10, and some had none.

Although the number of aircraft workers was almost double what it had been a month before, the total number registered throughout the country was only 4,300. A majority of the 26 occupations in this group showed a few more registrants, but almost the entire net increase during the month was accounted for by two occupations--aircraft riveters and aircraft sheet metal workers. Even in these two occupations, however, the current demand on the State employment offices for workers exceeded the number available.

In the majority of the shipbuilding occupations, the immediate demand also exceeded the number of workers available. Some of the most acute shortages were in occupations with the fewest registrants. For example, only 17 loftsmen were registered but 548 were needed; only 7 steel boatbuilders were registered and 210 were needed. However, in the two occupations with the largest number of registrants in the shipbuilding group--boilermaker and boilermaker helper--the supply was almost twice as great as the demand. For the shipbuilding group as a

whole, registrations decreased almost 6 percent during the month, dropping from 7,100 on February 21 to 6,700 on March 22.

In the metal trades occupations there was an increase of 4,700 or 4.6 percent during March, bringing the total number of applicants to 168,000. The machine shop occupations, with 29,700 applications, made up the second largest group of workers with metal trades skills. The effect of the national registration effort is clearly evident in this group. Although demand did not slacken during the month, the number of registrants increased 2,500--roughly 9.5 percent --as compared with a 1 percent decline during the previous month.

A majority of the machine shop occupations gained some new registrants but almost three-fifths of the net increase for the group occurred in four occupations: there were 224 more engine lathe operators, 460 all-around machinists; 500 single-spindle-drill-press operators; and 260 turret lathe operators. The number of die makers declined by 100 and the number of tool makers rose about 100.

In spite of these increases in workers registered in the machine-shop occupations, demand exceeded supply in half of them and in only a few occupations was there any appreciable excess supply. The greatest shortages were in the ranks of tool makers and die makers where there were 8 to 12 times as many jobs as available workers.

The number of skilled workers registered in most of the smaller metal trades sub-groups --foundry occupations, sheet metal occupations--and in the multi-industry and miscellaneous groups was nearly adequate for the demand.

As was true a month earlier, workers in building construction occupations constituted almost half of the entire list surveyed. The group increased slightly during the month, almost entirely through the addition of 6,000 carpenters, many of whom had probably been working at cantonments which are now completed.

Other occupational groups surveyed and changes noted during the month were as follows: workers in professional and technical occupations increased 6 percent; in the textile garment and related occupations the number decreased almost 15 percent, probably reflecting seasonal demands; workers registered in automobile service occupations increased almost 3 percent; among electrical equipment manufacturing occupations there was a very slight increase; and among workers in the instrument, optical goods, and watch- and clock-manufacturing occupations, there was a 5 percent increase.

A State-by-State break-down of workers registered, by occupations follows:

Registrations of job seekers in selected occupations, by selected activity groups, by State, March 22, 1941

[Data reported by State agencies, corrected to April 16, 1941]

State	Total	Professional and technical	Aircraft manufacturing and service	Building construction	Electrical equipment manufacturing	Metal trades	Ship and boat building and boilermaking	Textile, garment, and related	Miscellaneous
Total[1]	364,406	12,173	4,328	168,431	6,365	107,500	6,667	23,830	35,112
Alabama	8,977	157	5	4,831	90	1,587	129	1,572	606
Alaska[2]	.....	.....	.....	.....	.....	.....	.....	.....	.....
Arizona	941	21	5	502	16	243	4	6	144
Arkansas	5,385	100	13	3,765	50	808	46	22	581
California	25,629	1,938	2,751	11,228	508	5,750	800	401	2,953
Colorado	4,161	234	16	2,327	71	837	87	20	569
Connecticut	3,253	118	82	1,481	30	896	61	382	203
Delaware	919	14	1	537	6	247	39	17	58
District of Columbia	1,736	104	8	1,248	15	185	19	41	116
Florida	7,161	252	20	5,236	79	775	165	91	543
Georgia	9,537	130	13	4,411	94	1,060	64	3,073	692
Hawaii[2]	.....	.....	.....	.....	.....	.....	.....	.....	.....
Idaho	1,398	29	1	888	13	251	7	1	208
Illinois	27,789	1,301	51	9,624	641	12,242	371	694	2,865
Indiana	16,946	725	38	5,667	406	8,165	270	203	1,472
Iowa	3,794	78	8	2,218	69	972	47	15	387
Kansas	4,905	123	49	2,603	90	1,094	82	22	842
Kentucky	5,507	102	11	3,213	130	1,258	49	98	646
Louisiana	4,321	117	11	2,746	55	830	92	33	437
Maine	3,357	69	2	1,607	51	602	120	585	321
Maryland	2,000	47	8	1,110	28	419	59	164	165
Massachusetts	8,312	275	12	3,284	115	1,928	173	1,853	672
Michigan	23,525	528	126	6,132	413	14,137	244	239	1,706
Minnesota	8,366	268	21	4,772	142	1,868	92	89	1,114
Mississippi	1,849	38	3	1,243	19	254	43	72	177
Missouri	9,450	386	53	4,931	195	2,444	162	90	1,189
Montana	1,742	75	15	1,047	21	319	27	7	231
Nebraska	1,975	63	19	1,062	39	437	29	11	315
Nevada	420	16	0	241	5	83	6	2	67
New Hampshire	1,310	21	3	544	20	216	8	366	132
New Jersey	13,402	698	48	5,470	219	3,194	392	2,529	852
New Mexico	1,496	54	4	997	6	188	15	44	188
New York	44,179	1,650	327	22,188	840	10,818	1,034	2,955	4,367
North Carolina	7,477	72	6	4,926	32	567	43	1,513	318
North Dakota	1,593	28	3	992	17	245	7	2	299
Ohio	24,870	734	59	8,147	556	12,390	475	464	2,045
Oklahoma	4,973	151	26	2,867	63	1,080	107	45	634
Oregon	3,039	93	13	1,643	39	656	55	51	489
Pennsylvania	23,107	781	104	8,382	549	8,216	544	2,620	1,911
Rhode Island	2,286	56	3	553	52	456	22	1,045	99
South Carolina	2,130	18	0	1,105	5	147	14	732	109
South Dakota	1,721	35	6	1,087	28	254	13	1	297
Tennessee	6,119	79	19	3,338	72	1,217	74	683	637
Texas	13,999	544	267	8,494	197	2,519	235	233	1,510
Utah	1,950	58	6	1,226	28	372	23	7	230
Vermont	1,146	33	0	677	12	175	6	155	88
Virginia	2,484	54	3	1,422	22	356	44	407	176
Washington	1,831	61	60	861	22	494	52	7	274
West Virginia	2,744	70	17	1,330	72	864	58	53	280
Wisconsin	8,629	259	8	3,882	117	3,287	156	112	808
Wyoming	566	16	4	346	6	98	3	3	90

[1] Excludes data for Alaska and Hawaii.

[2] No count made.

(14556)

Defense General

Defense field ~~work~~ and office work during May 1941.

(7) Data collected by agents during April at United Aircraft at Stratford, Connecticut and the Curtiss-Wright Plant at Buffalo, New York ~~was~~ analyzed together with that from the California aircraft plants and a report on the opportunities for women's employment in aircraft prepared.

Agents visited the Frankford Arsenal at Philadelphia to study the occupations and possible extention of ~~women's work~~ women in the manufacture of small arms ammunition, time fuses for artillery shells, shell cases and optical instruments and fire control designs. A report on this trip is in process.

Arsenal (2) The Toledo Standard Commutator Company in Toledo, Ohio was visited at the request of Miss McKelvey of the O.P.M. The firm had requested exemption of a small group of women from the Ohio State Hour Law as necessary for their defense production. The case was investigated and a report given to the O.P.M.

File
Defense
Gen

May 20, 1941

ASTING SYSTEM, INC.
ENUE, CHICAGO, ILL.
A 6000

Mr. Frank Bane
Division of State and Local
Cooperation
National Advisory Defense Commission
Washington, D. C.

May 14, 1941

For attention of:
Miss Katherine Frederic

tter and the materials you
arefully and find them
e. I feel that there is
is time than making the
the defense program and
nsibility. I hope you
hat you are doing, either
rict office here, so that
n whatever way we can.

The Woman Worker, there
working though local defense
ouncil in this district? My
only contact has been with the council of business men actually working in operations in connection with defense. I haven't heard of a council concerned with jobs for women, or the distribution of information.

I noted in Miss Robinson's script that there is a director of public information. In the event that the mobilization plan becomes a reality, will there be public information bureaus set up regionally to distribute these important materials? I should like to know of any such plan.

Thanks again for all your help. I'll appreciate receiving the press releases and any other material you may send. I hope that we'll be able to make a worthwhile contribution in this community to the wider problem of women and national defense.

Sincerely,

Lassing S. Schwartz

Midwestern Educational Director

File
Defense
Gen

COLUMBIA BROADCASTING SYSTEM, INC.
410 NO. MICHIGAN AVENUE, CHICAGO, ILL.
WHITEHALL 6000

WOMEN'S BUREAU
MAY 16 1941
DEPARTMENT OF LABOR

May 14, 1941

Miss Mary Anderson, Director
Women's Bureau
U. S. Department of Labor
Washington, D. C.

Dear Miss Anderson:

Thanks very much for your letter and the materials you forwarded. I've read them carefully and find them both interesting and valuable. I feel that there is nothing more important at this time than making the women of the nation alert to the defense program and cognizant of their own responsibility. I hope you will keep us in touch with what you are doing, either directly or through the district office here, so that we may be prepared to help in whatever way we can.

In the March, 1941, issue of The Woman Worker, there was a reference to citizens working though local defense councils. Is there such a council in this district? My only contact has been with the council of business men actually working in operations in connection with defense. I haven't heard of a council concerned with jobs for women, or the distribution of information.

I noted in Miss Robinson's script that there is a director of public information. In the event that the mobilization plan becomes a reality, will there be public information bureaus set up regionally to distribute these important materials? I should like to know of any such plan.

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Sincerely,

Lavinia L. Schwartz

Midwestern Educational Director

CROSS REFERENCE SHEET

Name or Subject

Defense

Regarding

File No.

Gen Corres
Council of Defense

Date

List of names of persons attending Conference on recruiting workers & training for Defense Jobs.

SEE

Name or Subject

File No.

Empl. Service
Fed. Security Agency.

128

File cross reference form under name or subject at top of the sheet and by the latest date of papers. Describe matter for identification purposes. The papers, themselves should be filed under name or subject after "SEE."

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Defense
Gen.

May 12, 1941.

Mr. Herman Wolf,
220 West 40th Street,
New York, N. Y.

My dear Mr. Wolf,

We are in receipt of your request for a paragraph pertaining to women's participation in unions in defense industries, and are inclosing the requested information.

Do not hesitate to call on us again if we can be of further assistance.

Yours sincerely,

Mary Anderson, Director.

LL
Incl.

WOMEN'S PARTICIPATION IN UNIONS IN DEFENSE INDUSTRIES

Genuine collective bargaining is essential to the smooth functioning of the defense program. In the face of the demand for greatly increased production work stoppages should be avoided. They can be avoided when employers and workers iron out their grievances through well-established union bargaining machinery. Women are joining unions in ever-increasing numbers. Within recent years a strong wave of organization has taken place in a number of mass production industries where many thousands of women are employed - rubber, steel, textiles, automobiles, aircraft, and others. Only through active participation in the unions in their industries can women achieve full industrial citizenship, thus not only safeguarding their own interests but helping to build industrial democracy. Women should not let union participation stop with passive dues payments; they should be active in all aspects of union affairs. They should attend meetings; run for office; participate in grievance delegations; help formulate policies which will take their own special interests into account. They should work toward union-woman representation on State and Federal Boards concerned with labor training and supply. It is further important that the unions themselves understand the contribution women are competent to make and accord them fuller recognition and representation.

May 12, 1941

CONNECTICUT
(1937 Supplement to the General Statutes, pp. 438,439,
Sec. 790d.)

No female nor any minor under eighteen years of age shall be employed in any mamufacturing, mechanical or mercantile establishment between the hours of ten o'clock in the evening and six o'clock in the morning. In the event of war or other serious emergency, the governor may suspend the limitations upon evening or night work contained in this section as to any industries or occupations as he may find such emergency shall demand. The provisions of this section shall not apply to physicians, surgeons, nurses, pharmacists, attorneys at law and teachers, nor to women engaged in social service work. Effective May 25, 1937.

The provision authorizing suspension of the law by the Governor was first enacted in 1919.

MEMO TO: Mr. Weeks

DATE: APRIL 24 1941

FROM: Nora M. Corcoran

SUBJ: MATERIAL FOR STORIES.

Mr. Hanley tells me that you are daily in touch with Don Sheehan in Washington. Could Mr. Sheehan get me some material I want for stories? Probably Mary Anderson of the Women's Bureau of the Department of Labor would have it.

1. Rough estimate of the number of women already employed indefense industries, or who will be employed as a result of the Government Contracts.

2. Specific places in which it might be interesting to get estimates would be Charleston, Indiana, (near Louisville) Town of 1,800 which has received a $79,000,000 award. I understand the construction of the plants is going on now to employ an enormous body of women by Fall.

3. St. Louis, which has just received a $110,000,000 award; Radford and Pulaski, Virginia, one a powder making plant and the other a bag loading plant. Any pamphlets the Department of Labor had on women in defense industries would be valuable.

4. I should like to get information about work on which women are now employed replacing men. A good story could be built around this. One instance of this came to me, that in themaking of time-bomb fuses, the operation is very delicate. Not even the good watch-makers, originally selected for the job are suitable, and women embroiderers are being used instead. Where are these time-bomb fuses made? We ought to have photographs. I understand also, that even very heavy on which precision is required, women are replacing men. I'd like to get instances of this.

-0-0-0-

Research Division, April 9, 1941

WOMEN IN DEFENSE EMPLOYMENT

(Notes on Specific Points)

CONNECTICUT. (March)

Bridgeport - Picture and brief account of women sewing wings, tails and fuselages at Vaught-Sikorsky Co. (B. Post, February, 1925)

Women at Acme Shear Co. are working on an order for 45,000 pairs of heavy bandage shears. They assemble, sharpen, test and chrome-plate. Only one or two men are sharpening. (Bridgeport Post, February, 17)

Bristol - One manufacturing plant recently employed considerable number of married women.

Danbury - Negotiations going on with several industrial concerns for location of factories h re. Local manufacturers working on defense contracts for hats, shirts, trousers.

Harrington - Workers deserting stores, domestic service and farms to take factory jobs. Norwich Woolen Mill on defense contract with 2 shifts, expects to start 3rd. 10 (ten) percent increase in 1 cotton and 1 worsted mill.

Meriden - All busy but 1 factory laid off 40 female workers. No experience clerical on hand.

Middletown - Shortage in domestic service field and of male clerical.

New Britain - Demand for clerical, stock and shipping clerks and few eligible applicants. Shortage in domestic with increased demand for part-time high school girls and considerable increase in wages.

New Haven - Shortage of male and female industrially experienced workers. Housewives, who have not worked since last war, seeking work. Shortage in domestic service, hotel and restaurant work. Hard to find recruits for W.P.A. Household training.

Norwalk - Shortage of all types of power machine-operators. Work centers N.Y.A. for training sewing machine-operators, producing trained workers who are absorbed instantly.

Stamford - Orders continue steady for semi-skilled and unskilled. Placements in hardware and cosmetics predominate.

Thompsonville - No shortage except in occupations with long hours and low wages. Demand for skilled men and women in textiles and paper, and experienced unskilled service workers.

(Connecticut Bulletin Placement, March)

MARYLAND

Baltimore - In a metal shop on the outskirts of Baltimore, 80 boys and girls are making army cots, steel music racks for the N.Y.A. symphony orchestra, steel fence for the municipal airport and mobile steel cages for loud speaker units to be used in the airport's control tower. (N. Y. Times, March 3)

Edgewood - Women at arsenal fix mouthpieces to gas masks. (N. Y. Mirror, March 2)

OHIO

Akron - U. S. Office of Education has sponsored classes in drafting at the University of Akron. Women are in the classes. The classes are free and open to high school graduates. (Cleveland Plaindealer, March 9)

Canton - At the Timken Roller Bearing Co., 1,000 women out of 9,000 employees inspect, assemble and operate light machinery. They work a 40 hour, 5 day week with about 5 hours a week overtime. At the Weber Dental Co., 28 girls out of 280 employees are doing sub-assembly. The company is working out details for airplane instruments. When completed about 50 more girls will be employed. (Cleveland Plaindealer, March 2)

PENNSYLVANIA

Johnstown - A 12 weeks' course in electric sewing machine operation has been started with 28 women enrolled. Between 600 and 800 women are employed by clothing plants in Johnstown. (Johnstown Tribune, March 10)

Philadelphia - Pictures and brief account of 750 women on three shifts making mechanical time fuses; 97 percent of the inspection is by women. Pay $2.56 - $3.60 a day. (Philadelphia Ledger, March 6)

SOUTH CAROLINA

Lieutenant Russell W. Nauman, State Adviser on Occupational Deferments of Selective Service, states that while labor supply in State is adequate in most industries, there is a shortage in textiles of doffers, loom fixers, weavers, spinners, and single needle sewing machine operators. (Daily News Record, April 4)

files

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
Washington

April 1, 1941

NIGHT WORK FOR WOMEN ON DEFENSE PRODUCTION

I. STAND OF THE WOMEN'S BUREAU

Experience has shown that night work is less efficient and less healthful than day work, and that it is more undesirable for women than for men. However, under present conditions employment of women at night may be permitted where circumstances seem to justify it and if every effort is made to minimize its evils.

The situation in regard to night work is modified by the improved hour standards that have been put into effect in recent years. Formerly, women night workers in many instances were employed 10 or 12 hours a night and 55 or 60 hours a week. Now in most States the maximum hour law for women requires considerably shorter hours, many limiting their employment to 8 hours a day and 48 hours or less a week. Moreover, the 8-hour shift has become established rather generally by custom so that when work is done at night the hours are not likely to exceed 8 a night and 40 or 48 a week.

The present crisis, caused by the defense program and aid to the other democracies, is so acute as to necessitate maximum production. Many plants must use two shifts or three shifts to speed up defense orders. Where large numbers of women are employed production will be retarded if women are not permitted to work on the second shift, which often lasts until 11 p.m., and on the third shift from 11 p.m. on.

Further, the situation in regard to night work has assumed a somewhat different aspect because of the acute unemployment problems caused by the depression. Many unemployed women who are now in need of work and have been trying for months or even years to get jobs would prefer employment at night to none at all. In view of their great need to earn a livelihood and in many cases to support dependents and in view of the improved labor standards, the Women's Bureau recognizes that employment of women at night under proper safeguards in defense industries may be a justifiable emergency measure.

II. STANDARDS AND POLICIES RECOMMENDED BY THE WOMEN'S BUREAU FOR WOMEN ON NIGHT WORK

Whenever individual plants with defense contracts claim that night work by women is essential to speed up production and the War Department is so notified, and in turn notifies the Women's Bureau, the latter will immediately analyze each situation, especially where there might be a relaxing in State legislation pertaining to such employment, to make sure that no other motive than the defense situation is responsible and to prevent any unnecessary night employment of women.

Where permission to do night work is granted this should not be State-wide but should apply only to those individual firms that prove the need for such employment and only for duration of the defense contract. The State department of labor and all other forces concerned with allowing night work by women should do everything possible to offset or minimize its harmful effects.

Special attention should be given to age, by refusing to employ on night work girls of less than 21 years.

Special effort should be made by all forces concerned to insure for women on night work the standards of employment recommended by the Women's Bureau in its Special Bul. No. 1, "Effective Industrial Use of Women in the Defense Program".

Ample supervision should be given by plant management to guarantee to women on night work the following working conditions:

Hours of work not to exceed 8 a night.

One night of rest in seven.

A half-hour meal period with opportunity for a hot nourishing meal.

Best possible lighting and ventilation arrangements in accordance with latest scientific developments.

Special effort to prevent, wherever feasible, either constant standing or constant sitting, by providing seats adjusted to the worker and the work.

Increased safety precautions, as night work is more conducive than day work to accidents.

Adequate first-aid facilities and medical department.

Supervision of work as adequate as on the day shift.

Adequate and conveniently located washing, drinking, and toilet facilities.

Adequately equipped and staffed lunch room, dressing room, and rest room.

Even more careful supervision than on the day shift of women workers, from the viewpoint of personnel policies, by a competent employment executive, preferably a well-qualified woman.

The management in plants where women are employed at night should request transportation companies in the locality to guarantee adequate transportation facilities for the women in regard to going and coming from work, particularly in connection with times for change of shifts. A survey should be made by the plant management to find out where workers are living. Transportation facilities should be adequate so as to prevent women from being subjected to inconvenience, such as loss of time from waiting for conveyances or walking considerable distances.

April 1, 1941

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
Washington

MEMORANDUM
TO: Secretary Perkins
FROM: Mary Anderson
RE: Night work for women on defense production

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COUNCIL OF NATIONAL DEFENSE

OFFICE FOR COORDINATION OF COMMERCIAL AND CULTURAL RELATIONS
BETWEEN THE AMERICAN REPUBLICS

For Immediate Release

PR 33
April 1, 1941

Executive heads and representatives of leading women's organizations in the United States conferred today with Nelson A. Rockefeller, Coordinator of Commercial and Cultural Relations Between the American Republics, to plan for more effective cooperation between the Coordinator's Office and organizations interested in Inter-American Relations.

Miss Mary Winslow, Advisor for Civic Projects to the Coordinator in connection with the activities of women's organizations, served as chairman of the meeting.

The assembled women heard Mr. Rockefeller outline the necessity for cooperative action involving women's organizations in the field of Inter-American Relations---and describe the efforts of the Coordinator's Office to implement the cultural and economic defense of the Americas.

Mr. Rockefeller reemphasized the necessity for the maintenance of adequate shipping facilities in the Inter-American trade and for priority consideration of vital orders from the other American Republics.

Concerning the role of women's organizations in the program of the Coordinator's Office, he said in part:

"A few months ago a poll was made of public opinion in the United States in regard to the other American Republics. The information secured from this poll showed us several very significant things that will help to direct our program. Perhaps the most important thing shown by the study is the very definite relation between the opinions of people and the amount of information they have. For instance, when the question was asked whether the United States

program. Perhaps the most important thing shown by the study is the very definite relation between the opinions of people and the amount of information they have. For instance, when the question was asked whether the United States should lend money to Central and South American countries to help them build up their industries, railroads and defenses, 69% of the well informed but only 40% of the uninformed answered in the affirmative.

"The well informed were practically unanimous in thinking that the United States should make an effort to bring about better understanding and closer relations with the other American Republics, and a very large majority wanted this done even if it cost the United States a great deal of money. The uninformed opinion was distinctly less favorable to such action.

"The result of this poll of public opinion indicates clearly one of the most important fields of action that must be covered if any program such as the one we are embarked on is to produce results. To put it bluntly - we must have a well informed people. We can arrange for radio broadcasts, concerts and lectures, but we must have listeners. We can stimulate the production and import of commodities from the other American Republics, but we must have buyers for those commodities. We can arrange for teaching of Spanish and Portuguese, but we must have students.

"As I see the needs of the present situation, the most important fields of action for the people of the United States are:

"First: A steady and concerted attempt to stimulate a general movement for popular education about Latin America in every community of this country. Only so will we have a well informed people;

"Second: We should have concerted community action to provide for the

women's and other organizations to provide suitable hospitality for visitors and to establish direct and friendly contacts with similar groups and organizations in the other American Republics.

"There are many ways of carrying forward this program, but it seems to me that the best and most democratic way is for the men and women of the United States, acting through their many organizations, to play a responsible part in interpreting and furthering that part of a national program that most immediately affects them. You who are taking part in this conference to-day represent many thousands of women, your organizations extend into almost every part of the United States, your membership includes every type of woman and every variety of women's activities.

"In conclusion I do not need to tell you of the urgency of the questions we are considering. Our entire Defense Program is intimately related to the question of hemispheric solidarity. We in the American Republics stand alone at peace in a world at war. We must defend the principle of peaceful international relations, and each one of us must be strong so that together we can withstand the shocks and strains of the present conflict in Europe. We must prevent the infiltration of totalitarian methods and ideals. Only if we are successful in doing this can we be sure that we may look forward to a future in which we will be able to build a stronger and finer democracy for ourselves and our children."

Miss Winslow opened the detailed discussion of methods for intensifying cooperation on the part of women's organizations in the hemisphere defense program.

She said, in part:

"We do not need any new organizations of women nor any significant changes in the programs of the existing organizations to make it possible for

the women of the United States to play an important role in that part of our defense program that deals with improved relations with the other American Republics.

"Practically every organization represented here to-day is working actively on this matter. Many of them have been doing this for years. The only problem now is how to intensify these programs and how they can be extended so as to reach the entire community."

COUNCIL OF NATIONAL DEFENSE

OFFICE FOR COORDINATION OF COMMERCIAL AND CULTURAL

RELATIONS BETWEEN THE AMERICAN REPUBLICS

* * * * * *

Summary of Proceedings of Conference of Women's Organizations Interested in Inter-American Relations
Tuesday, April 1, 1941, at 10:30 o'clock A. M.

Representatives of twenty-six national organizations were present at this conference which was called by Nelson A. Rockefeller, Coordinator of Commercial and Cultural Relations between the American Republics. Mary Winslow, Advisor for Civic Projects in the Coordinator's office, presided at the conference. A list of the organizations represented and persons attending is attached.

The conference was called for the purpose of planning for more effective cooperation between the Coordinator's office and organizations interested in Inter-American Relations. With this purpose in mind, the organizations attending the conference had been asked to submit, in advance, information as to their activities in this field, so that a general outline could be made of the work now being carried on. The information submitted was incomplete, not all organizations having been able to send the material in time, but with the material provided, supplemented by the discussion at the conference, it was evident that every organization is conducting programs including one or more of the following activities:

Raising money for scholarships;
Planning and conducting study groups on Inter-American Relations, suggesting programs, recommending and providing source material;
Arranging special meetings on Pan American Day and other appropriate occasions;
Publishing in their official bulletins, articles on Latin America;
Publishing and circulating special studies of different aspects of Inter-American Relations;
Stimulating study of Spanish and Portuguese;
Arranging broadcasts on Latin America;
Arranging general community programs;
Maintaining contacts with affiliated organizations in the other American Republics;
Establishing direct personal contacts with individuals in the other American Republics;
Providing entertainment and hospitality for Latin Americans visiting the United States;
Sponsoring "Good Will" tours to Latin America;
Sponsoring Inter-American conferences;
Supporting legislation designed to improve Inter-American Relations.

Mr. Rockefeller opened the meeting and described the efforts of the Coordinator's office to implement the economic and cultural defense of the Americas. He outlined some of the major economic problems facing the American Republics and described the basic steps taken by the United States to preserve the stability and political independence of the nations to the South through exchange loans of the Export-Import Bank, loans for internal industrial development, purchase of strategic materials, the inter-American coffee agreement and continuing efforts to stimulate trade. To consolidate that policy he said products required for stability must be supplied, even if priorities are required to make them available.

Latin America, he said, normally uses about $1,400,000,000 in merchandise, only $125,000,000 of which is supplied internally. Eliminating all but essentials, it was estimated it could get by with approximately $1,000,000,000 of the needed supplies, most of which would be purchased here. Among the most vital are listed iron and steel and their products, machinery and tools, and automotive equipment.

In the near future, he explained a shortage of iron, steel, tools, machinery and other goods in the nations to the South might bring drastic economic contraction, followed by Nazi-inspired political upheavals.

Huge surpluses in the other American Republics brought on by the war loss of export markets, he explained, had been relieved by movement of wool, beef, hides and cotton supplies and many of the nations were able to finance still large surpluses of wheat, corn, cocoa and coffee.

Their present need, he said, is largely for manufactured articles basic to their economic existence, and though most of them have the exchange and money to buy these here, they may not be able to get them because of our own needs.

The world drain on shipping he described as another problem in movement of increased Latin American trade. This could be met by more effective use of existing ships on southern trade lanes.

As part of its hemispheric policy, he said the United States must see that Latin America receives essentials necessary to avoid suffering that would bring political instability in its wake, a situation that Axis-controlled minorities are hoping for.

He emphasized the fact that to make such a program lasting and effective, however, it is essential that it be reinforced by a public that is well informed and can intelligently evaluate its significance. As a part of the nation's defense effort and as a permanent extension of the good neighbor program he recommended, therefore, that the four major fields of effort for the people of the United States, in order to provide for an informed public opinion, should be:

1. Concerted community action to stimulate a general movement for popular education about Central and South America in every community of this country;

2. Concerted community action to provide for the teaching of Spanish and Portuguese in schools and in classes established for adults;

3. Concerted community action to increase purchases of products imported from the other American Republics;

4. Concerted action among women's and other organizations to provide suitable hospitality for visitors and to establish direct and friendly contacts with similar groups and organizations in the other American Republics.

He asked the organizations represented at the conference to consider these recommendations and to decide whether or not they agreed as to their importance. He also asked them to outline any technique they might consider feasible for carrying out such a program.

After considerable discussion of the experiences and policies of various organizations, the members of the conference decided:

1. That the four points outlined by Mr. Rockefeller expressed the major needs of the present situation;

2. That those organizations whose regulations permitted it would recommend to their local associations that they establish contacts with other local groups and try to start joint community action on one or more of the lines suggested.

In order to provide for more closely integrated activities among all of the organizations interested, the Coordinator's office was requested to:

1. Serve as a clearing house of information regarding the work on Inter-American Relations carried on by the various organizations;

2. Make available to interested organizations information as to sources of material to further their programs;

3. Provide basic information and source material when necessary;

4. Provide regular information as to special activities and plans of the Coordinator's office and recommend special action when advisable;

5. Notify appropriate organizations when hospitality or entertainment is needed for visitors from the other American Republics;

6. Call another conference in a few months to discuss developments of this program.

These recommendations were accepted, and Mary Winslow, Advisor for Civic Projects in the Coordinator's office, will be in charge of this work.

Other subjects that were discussed during the course of the conference included:

1. The problem of securing adequate speakers on Inter-American Relations. Many persons felt that this was one of the outstanding needs at the present time. It was suggested that the women's organizations might pool their efforts to get well informed speakers and that they might cooperate in an undertaking to bring to the United States a few distinguished women from the other American Republics for this purpose. It was indicated that such a project might receive favorable consideration from official agencies who are handling such matters. It was also announced that lists of speakers could be secured from The Pan American Union, from the General Federation of Women's Clubs, that the universities in various sections of the country also could recommend speakers, and that the regular lecture bureaus had many qualified persons on their lists.

2. Several persons felt that there was great need for more definite knowledge of what women of the other American Republics wanted to know about the United States and what kind of information and assistance they wanted from us. Miss Winslow announced that through the Inter-American Commission of Women she was assembling such information, that she had in process of preparation a list of specific projects for assistance or information requested by women in the other American Republics, and that as soon as the list was ready she would circulate it among the women's organizations so that if they wanted to establish direct contacts with institutions or organizations in Latin America, they could select one or two of these projects and carry them out. She said that arrangements could be made to facilitate shipments of any gifts made to institutions in Latin America and to guarantee that the identity of the contributor should be preserved and full recognition given.

3. In discussing possible techniques of cooperative action in communities, it was generally agreed that there was no need for setting up any new organization or elaborate machinery of direction, and that organizations in each community should develop their own method of cooperation and that they should select the program most appropriate to their local situations. It was suggested that a demonstration of cooperative community action might be made in one community that could serve as an outline for procedure to be followed elsewhere.

4. There was considerable discussion of the importance of guarding against the inclusion of racial prejudices in any program of Inter-American Relations. The members of the conference were agreed that this is a very serious matter and one that needs careful and constant attention.

5. It was suggested that not enough attention had been given to interesting labor groups in Inter-American Relations. It was said that there is an important field for education among labor groups who should be brought to understand the full importance of the economic interdependence of the American Republics. It was suggested that labor magazines could be used to present such material to their readers. In reply to this suggestion, it was explained that already this is a part of the program of the Coordinator's office, and that two labor representatives, one from the American Federation of Labor and one from the Congress of Industrial Organizations, are serving on the committee of advisors.

6. In connection with the discussion of the teaching of Spanish and Portuguese, it was recommended that some action be taken to provide for enough qualified teachers.

7. Many valuable suggestions, based on the personal experience of the members of the conference, were made in regard to the general attitude of the people of the United States toward the other American Republics. These suggestions emphasized the importance of not trying to impose any program on any other country, of realizing that each of the other countries has its own cultural, educational and religious standards, and that relationships established with them should be developed from a basis of respect for those standards.

The conference adjourned at 1:15 P. M. after the members attending had expressed their intention of maintaining direct contact with Miss Winslow, who stated that she would consider one person from each organization represented as a special consultant on the activities and problems of her work.

List of persons who attended the conference and organizations represented:

American Association of University Women
Dr. Margaret Morriss, President
Dr. Esther Caukin Brunauer, Associate in International Education

American Federation of Soroptimist Clubs
Mrs. Jean Bennett, President

American Federation of Teachers
Miss Selma Borchardt, Chairman of International Relations Committee

American Home Economics Association
Miss Helen W. Atwater, Editor of Journal of Hone Economics

Associated Country Women of the World
Mrs. Guy Roop, Vice President
Mrs. Robert A. Ware, Committee Coordinator
Miss Grace E. Frysinger

Association of Junior Leagues of America
Mrs. DeForest Van Slyck, Executive Secretary

Camp Fire Girls, Inc.
Miss Catherine Wahlstrom, Associate Field Secretary
Mrs. Arthur H. Vandenburg
Mrs. Paul G. Ledig
Mrs. Irene B. Caldwell

General Federation of Women's Clubs
Mrs. John L. Whitehurst, 1st Vice President
Mrs. Frederic Beggs, Chairman of Department of International Relations

Girl Scouts, Inc.
Mrs. E. Swift Newton, Chairman of International Committee

International Association of Altrusa Clubs, Inc.
Miss Bertha Nienburg

National Association of College Women
Miss Bertha McNeil

National Association of Colored Women, Inc.
Mrs. Robert B. Moton, President

National Board of the Young Women's Christian Associations
Miss Margaret Forsyth, Chairman of Subcommittee on International Relation
Miss Elizabeth McFarland

National Committee of Church Women
Mrs. Wallace N. Streeter

National Congress of Parents and Teachers
Mrs. C. C. McDonald, Chairman of International Relations Committee

National Council of Catholic Women
Miss Mary Graham Hawks, Chairman of Committee on Inter-American Relation
Miss Agnes Regan, Executive Secretary

National Council of Jewish Women
Mrs. E. R. Haas

National Council of Negro Women, Inc.
Mrs. Mary McLeod Bethune, President
Mrs. H. L. McCrorey, Chairman of Division of International Relations
Mrs. Sue Bailey Thurman

National Council of Women of the United States, Inc.
Mrs. Harold V. Milligan, President
Miss Henriette Hart, Chairman of International Affairs

National Education Association of the United States
Miss Hariett M. Chase

National Federation of Business and Professional Women's Clubs
Miss Louise Franklin Bache, Executive Secretary
Mrs. Marion H. Britt

National League of Women Voters
Mrs. Harris T. Baldwin, 1st Vice President
Mrs. Anne H. Johnstone

National Society of the Daughters of the American Revolution
Mrs. Henry M. Robert, Jr., President General
Mrs. Paul Scharf

National Women's Trade Union League of America
Miss Rose Schneiderman, President
Mrs. J. Austin Stone, Chairman of Foreign Relations Committee

Women's National Farm and Garden Association
Mrs. Murray Boocock, President

Zonta International
Mrs. S. Katherine Maddux, Committee Coordinator

COUNCIL OF NATIONAL DEFENSE

OFFICE FOR COORDINATION OF COMMERCIAL AND CULTURAL RELATIONS
BETWEEN THE AMERICAN REPUBLICS

For Release in P.M. papers
Monday, March 31, 1941

PR 32
March 29, 1941

Nelson A. Rockefeller, Coordinator of Commercial and Cultural Relations Between the American Republics, announced today that the executive heads of more than thirty leading women's organizations in the United States have been invited to attend a meeting in Washington on Tuesday, April 1, to plan for more effective cooperation between the Coordinator's Office and organizations interested in Inter-American relations.

The meeting will be held at 10:30 A.M., in Room 7057 of the Department of Commerce. Miss Mary Winslow, Adviser for Civic Projects to the Coordinator in connection with activities of women's organizations, will serve as Chairman.

The organizations, whose heads and one other representative have been invited to meet with Mr. Rockefeller, include:

The American Association of University Women; the American Federation of Soroptimist Clubs; the American Federation of Teachers; the American Home Economics Association; The Association of Country Women of the World; the Association of Junior Leagues of America; The Camp Fire Girls, Inc.; The General Federation of Women's Clubs; The Girl Scouts, Inc.; The International Association of Altrusa Clubs, Inc.; National Association of College Women; The National Board of Y.W.C.A. of the U.S. of A.; National Committee of Church Women;

The National Congress of Parents and Teachers; The National Council of Catholic Women; The National Council of Jewish Women; The National Council of Negro Women; The National Council of Women of the U. S. Inc.; The National Education Association; The National Federation of Business and Professional Women's Clubs; The National League of American Pen Women; The National League of Women Voters; The National Society of the D. A. R.; The National Federation of Negro Women; The National Women's Christian Temperance Union; The National Women's Trade Union League; The Woman's National Farm and Garden Association; The Zonta International.

CROSS REFERENCE SHEET

Name or Subject: Council of Defense — —— Gen folder

File No.

Regarding

Date

Memo from Sec'y of Labor in re entrance to plants engaged in defense work. Mar 22, 1941

SEE

Name or Subject: Sec'y of Labor — — —

File No. 213.

File cross reference form under name or subject at top of the sheet and by the latest date of papers. Describe matter for identification purposes. The papers, themselves should be filed under name or subject after "SEE."

Library Bureau

Cat. No. 30-5902

For use in Library Bureau Filing Systems

March 13, 1941

Mrs. Gwendolyn Wiggin MacDowell
National Secretary, American Legion Auxiliary
Indianapolis, Indiana

My dear Mrs. MacDowell:

We have your letter of March 10th, relative to information about women in the defense program.

The Women's Bureau is interested in opportunities being given women workers to receive vocational training for the defense industries, and the U. S. Commissioner of Education has agreed that women shall have training along the lines discussed in the enclosed mimeographed statement. The Bureau is also concerned that labor standards shall be maintained, as explained in the enclosed reprint of an article that appeared in our news bulletin. Other material concerning women workers and defense industries is enclosed.

If this is the kind of information you are interested in having, and you will let us know, we shall be glad to send you whatever special material is issued in the future. Any new developments as to the vocational training program will be discussed in forthcoming issues of the Woman Worker, our news bulletin (the March issue is enclosed). This is obtainable for 25¢ a year, and remittance should be sent direct to the Superintendent of Documents, Washington, D. C. It is published once every two months.

If your interest is in the plan for volunteer mobilization of women, the Women's Bureau is not the Government agency working out plans for home defense. Premature publicity has been given a plan proposed by the W.P.A., and we understand there is nothing definite about it at present. Whenever approval is given the plan, notice will be in the papers.

Specific information about jobs and vacancies in defense industries should be secured from the Public Employment Office in your City, or from the one in the nearest large city. The Women's Bureau does not have this. The U. S. Employment Service and its branch offices all over the country are registering applicants for work in defense industries and employers request help from these offices when expanding their staffs or filling vacancies. If you have not already done so, I suggest that you register at your nearest Public Employment Office.

Information about Civil Service jobs in Government service can be secured from your local post office. Notice of examinations now open will be posted on the bulletin board, and it may be that the postmaster has further information.

Sincerely yours,

MA:RFN:llv
Enclosures

Mary Anderson, Director

WOMEN'S BUREAU
MAR 12 1941
DEPARTMENT OF LABOR

AMERICAN LEGION AUXILIARY
NATIONAL HEADQUARTERS
INDIANAPOLIS, INDIANA

MRS. GWENDOLYN WIGGIN MACDOWELL
NATIONAL SECRETARY

March 10, 1941.

Women's Bureau
U. S. Department of Labor
Washington, D. C.

Dear Sirs:

I was very interested in the vocational article by Gladys F. Gove in the current issue of INDEPENDENT WOMAN which stated that additional information regarding women's work in the defense industries was available from your Department.

I would appreciate your sending me complete details.

Sincerely,

Gwendolyn Wiggin MacDowell

MRS. GWENDOLYN WIGGIN MACDOWELL
National Secretary

W.

March 10, 1941

To: Dr. John J. Croston
Employment and Occupational Outlook Branch
National Defense Division
Bureau of Labor Statistics

From: Mary Anderson, Director
Women's Bureau

I shall greatly appreciate it if you will place my name and that of the assistant director, Miss Bertha M. Nienburg, on your mailing list to receive all publications that you may issue pertaining to national defense.

If, in return, you would like to receive all Women's Bureau publications on this subject, I shall be glad to arrange it.

CROSS REFERENCE SHEET

Name or Subject

Defense

Regarding

File No.

Council of Defense folder

Date

in re hrs of work reported by girls to Y.W.C.A.

SEE

Name or Subject

Natl Bd folder.

File No.

409
Natl Bd folder

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COUNCIL OF NATIONAL DEFENSE

OFFICE FOR COORDINATION OF COMMERCIAL AND CULTURAL RELATIONS
BETWEEN THE AMERICAN REPUBLICS

For release in AM papers
Friday, March 7, 1941

FR 23
March 6, 1941

Nelson A. Rockefeller, Coordinator of Commercial and Cultural Relations between the American Republics, today announced the appointment of Miss Mary N. Winslow as Advisor for Civic Projects in connection with the activities of women's organizations.

Miss Winslow is the United States member of the Inter-American Commission for Women, member of the Executive Board of the Women's Trade Union League of America, and a member of the Board of Directors of the D. C. League of Women voters. Miss Winslow served for ten years as Director of Special Studies in the Women's Bureau of the United States Department of Labor. She was the United States delegate to the Pan American Conference of the International Labor Organization in Havana in December, 1939, where she served as chairman of the Commission on Women and Children. She has recently returned from a trip in South America, during which she visited Brazil, Argentina, Chile, Peru, Ecuador, and Panama.

Miss Winslow will serve in the Division of Public Education of the Coordinator's Office and will assist in the planning and operation of projects relating to activities of women's organizations.

Defense
Gen

March 4, 1941.

Miss Harriet Elliott,
Advisory Commission to the Council of National Defense,
Washington, D. C.

My dear Miss Elliott:

I am enclosing a copy of a letter from Mrs. Elmer J. Renninger, Royersford, Pa., R. F. D. No. 1, in which she requests material to be used in the preparation of a talk to be given March 18 on the subject of the rural homemaker's part in the defense program. Will you please send such material as you believe will help Mrs. Renninger in preparing her paper?

Sincerely yours,

Louise Stitt, Director,
Division of Minimum Wage.

Defense
Gen. Corr.

February 28, 1941.

Mr. Frank Bane, Director,
Division of State and Local Cooperation,
The Advisory Commission to the Council of National Defense,
Washington, D. C.

My dear Mr. Bane:

I want to thank you for sending me a copy of the executive officers of State defense councils and of those councils on which women members are serving.

Sincerely yours,

Louise Stitt, Director,
Division of Minimum Wage.

LS/nb

THE ADVISORY COMMISSION TO THE COUNCIL OF NATIONAL DEFENSE

WASHINGTON, D. C.

February 24, 1941

Miss Louise Stitt
Women's Bureau
Department of Labor
Washington, D. C.

My dear Miss Stitt:

In accordance with your request by telephone of last week, we are sending you a list of the executive officers of State defense councils. You will note that we have indicated on this list the councils on which women members are serving.

Enclosed also is a copy of our memorandum of August 2 entitled "State and Local Cooperation in National Defense."

Very sincerely,

Frank C. Bane

Director, Division of
State and Local Cooperation

Turner

WOMEN IN DEFENSE: MATERIAL FOR DISTRIBUTION BY WOMEN'S BUREAU
February 1941 (Revised from November 1940)

The Research Division has now prepared considerable material on this subject which is in available form to be given out for public information requests. The following explanation shows for what kinds of requests this material is useful.

I. WHAT SHOULD BE THE STANDARDS FOR WOMEN'S DEFENSE EMPLOYMENT?

1. Spec.Bul.1, Effective Industrial Use of Women in the Defense Program

2. Reprint: Keep Up Standards for Women's Work

3. Mimeo: Experience as to Standards for Women's Work in Periods of Rapid Increase in Production (Oct.1939). (This summarizes the British and American experience 1914-18, showing need for maintaining standards; efforts in the United States to break down legal standards; statements of officials and organizations designed to maintain standards.)

4. Spec.Bul.2 is now in press on the subject of Lifting Heavy Weights in Defense Industries: Standards for Conserving Women's Health.

II. ON WHAT DEFENSE PROCESSES ARE WOMEN AT WORK?

1. Reprint: Processes Women Are Performing in Defense Industries. (Expected shortly from the printer)

2. Mimeo: Processes on Which Women Are Now at Work in Defense Industries. (October 1940) (This summarizes types of jobs done by women in airplane factories; plants making instruments; electrical products plants; machine tool factories; gun and ammunition plants; and other metal and electrical supply manufacturing processes.)

3. Mimeo: Women's Vocational Training Needs in Defense Industries. (November 7, 1940) (This gives additional lists of occupations performed by women.)

4. Mimeo: Increase in Woman Employment 1914-18 and Occupations of Women in Defense Industries. (September 1940) This gives an additional longer supplementary list of occupations performed by women 1914-18. The major part of this material is taken from Women's Bureau Bul. 12, but other sources also are used.)

III. ARE THERE WOMEN NOW READY TO TAKE DEFENSE JOBS?

1. Reprint: Women Who Can Work in Defense Industries.

2. Reprint: Women Workers and Defense Jobs.

3. Mimeo: Women Available for Defense Work. (Mimeograph under this title prepared October 1940, includes information as to women on Employment Service rolls and women on W.P.A. projects.)

IV. HOW CAN I GET A DEFENSE JOB?

1. Reprint: Women's Chances for Defense Jobs (expected shortly from printer.)

V. HOW WILL THE NUMBERS OF WOMEN INCREASE IN DEFENSE INDUSTRIES?

1. Mimeo: Increase in Woman Employment 1914-18, and so forth. (This summarizes from Women's Bureau Bul.12 the experience of 1914-18 as to the great increase in factory employment of women.)

Defense 7 L - ER

February 28, 1941

MEMORANDUM
By: Miss Anderson
Re: Telephone call of Mr. Rhetts, Solicitor's Office, Labor Department

Mr. Rhetts said that Judge Patterson of the War Department said that they have a number of small arms and munitions factories which, pending the expansion of their facilities, want to use three shifts. They employ women as inspectors and gaugers, for which activities they are especially good, much better than men, practically indispensable for the work. In connection with their proposed use of three shifts they run into a problem under the Connecticut State laws in respect to the employment of women on the third shift. It is just the hours in which the third shift comes. Judge Patterson wants to take it up with the Governor in Connecticut, but before doing so he wanted to check to make sure that he was not going to be flying in the face of some policy of the Federal Government.

(Miss Anderson) I cautioned them against making this a permanent policy. Mr. Rhetts said that it should not be a permanent policy, as it would be only for the duration of the time it would take them to expand their facilities, which are now being built. I told him, too, that I didn't think that the Governor had any right to suspend any labor law, nor had the Commissioner of Labor such power, that probably if such permission could be given it would have to be through legislative action, giving permission to theCommissioner of Labor to suspend that law for a period. At this time, during the stress of production, I said I thought it was quite dangerous to open up legislation and give that authority because there would be great pressure and if any labor legislation was opened up they were likely to give more authority than was necessary in regard to other labor legislation.

If such a thing would be done, I felt it would have to be understood that it should be only for the duration of the time necessary to expand facilities and the time should be specified, and under no circumstances should legislation be opened up for granting of authority to anyone to suspend the legislation.

February 21, 1941

Miss Hazel M. Day
Atlas Powder Company
231 Delaware Trust Building
Wilmington, Delaware

My dear Miss Day:

I remember very happily our talk together sometime back, and have been wondering about your progress and whereabouts.

In reviewing certain of the health problems affecting women in the manufacture and handling of explosives, a member of the Women's Bureau staff, Mrs. Margaret T. Mettert, will be in Wilmington on Monday, February 24th. If you are to be in the city at that time, I hope it will be possible for you to give her a little time, to discuss some of the processes performed by women and the health factors connected with them. When she reaches Wilmington, Mrs. Mettert will telephone your office to find out whether she may see you.

Sincerely yours,

Mary Elizabeth Pidgeon
Chief, Research Division

MEP:MTM:ld

Defense-4

February 21, 1941

Mr. Charles W. Sylvester
Director of Vocational Education
Office of the Baltimore Public Schools
Baltimore, Maryland

My dear Mr. Sylvester:

We are indeed glad to know that you are beginning to train women for certain jobs in the electrical and metal working industries.

The survey which we made before the draft indicated very real interest on the part of many employers in the use of woman labor. I am inclosing a list of occupations and training needs developed through these conversations.

At the present time, we are working out the types of occupations on which women can be employed more effectively than men in aircraft building and assembling. This is being developed with California manufacturers, but it will have application to Glenn Martin, as well as other plants. We will be glad to send you a copy when final arrangements for their employment and training have been developed.

Sincerely yours,

Bertha M. Nienburg,
Assistant Director.

Inclosures
BMN:MSG

February 19, 1941.

Miss Frances G. Knight
Advisory Commission of the
Council of National Defense
Washington, D.C.

My dear Miss Knight:

Miss Mary K. Morris of my staff tells me that you were kind enough to loan us the enclosed copy of a speech given recently by Miss Elliott at the University of North Carolina. This has proved to be most helpful and exceedingly interesting, and let me thank you very much.

I have taken the liberty of having copies made for our files and am also mailing two of these in case you might like to have more than one copy on hand.

Sincerely yours,

Mary V. Robinson, Director,
Division of Public Information.

mkm
ec

ADVISORY COMMISSION TO THE COUNCIL OF NATIONAL DEFENSE

OFFICE MEMORANDUM

To: Miss Mary Morris Date: Jan. 28, 1941

From: Frances G. Knight FK

Subject:

Please return just as soon as you can. I hope it will help. It's my only copy.

FGK

NDC-5--7/40--50M.

Defense - Gen

February 19, 1941

Miss Frances C. Knight, Special Assistant to
Commissioner Harriet Elliott
Advisory Commission to Council of National Defense
Washington, D. C.

My dear Miss Knight:

In reply to your request we have already furnished Mr. Clarence F. Lea, United States House of Representatives, our available material on the position of women under the defense program.

We are enclosing a copy of our letter to Mr. Lea acknowledging your request to us.

Sincerely yours,

Mary Anderson, Director

Enclosure
LD

February 19, 1941

The Honorable Clarence F. Lea
United States House of Representatives
Washington, D. C.

My dear Mr. Lea:

Miss Frances G. Knight, Special Assistant to Commissioner Harriet Elliot of the Advisory Commission to the Council of National Defense, has requested the Women's Bureau to send our available material on the position of women under the defense program.

Under date of February 13th we sent you the information we have compiled. However, if you would like additional copies we shall be glad to furnish them on further request.

Sincerely yours,

Mary Anderson, Director

LD

THE ADVISORY COMMISSION TO THE COUNCIL OF NATIONAL DEFENSE

WASHINGTON, D. C.

February 17, 1941

WOMEN'S BUREAU
FEB 18 1941
DEPARTMENT OF LABOR

Miss Mary Anderson, Director,
Women's Bureau,
United States Department of Labor,
Washington, D. C.

Dear Miss Anderson:

We have had a request from Congressman Clarence F. Lea, New House Office Building, for materials on women in defense. I believe he would be interested in some of your recent materials on women workers in defense industries.

Will you please send to him as soon as possible a file of such information for reference. I have advised him that I am making this request of you.

Sincerely,

Frances G. Knight

Frances G. Knight
Special Assistant to
Commissioner Harriet Elliott

Defense Bur.
Gen

February 18, 1941

Mr. John H. Foulger, Director
Haskell Laboratory of Industrial Toxicology
Wilmington, Delaware

My dear Mr. Foulger:

The Women's Bureau has been reviewing the health problems affecting women employed in the manufacture of explosives. I would appreciate an opportunity to discuss various aspects of this study with you. Will it be possible for you, or some member of your staff, to give me an appointment within the next few days?

Sincerely yours,

Margaret T. Mettert
Research Assistant

MEP:MTM:ld

Def. Files
gen

February 12, 1941

To: Miss Pidgeon

From: Miss Anderson

The office of Hon. Clarence F. Lea of California telephoned in regard to an inquiry they had received with respect to the functions of a group of women in connection with the national defense program. He understood we had some printed material on women in national defense. They were more interested, however, in what a group of women, rather than laborers, might do as a group.

I think we might tell him about what the Stamford group is doing (see Senator Danaher's letter received today) saying that this is what some women are doing. I told him we would also send him the labor part of it.

Please be sure to keep copies of the Stamford material.

Defense — General

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION
1734 NEW YORK AVENUE, NW.
WASHINGTON, D. C.

HOWARD O. HUNTER
ACTING COMMISSIONER OF WORK PROJECTS

WOMEN'S BUREAU
FEB 13 1941
DEPARTMENT OF LABOR

February 12, 1941.

Miss Mary Anderson, Director
Women's Bureau
Department of Labor
Washington, D. C.

Dear Miss Anderson:

Your observations on the proposed Home Defense program are of real interest to me, particularly those on the use of the word "mobilization" and on the discussion program.

Really, the use of the word "mobilization" in connection with this program was dictated more by the frequency of its use in industrial, economic and even financial affairs today than by its common connection with military and defense matters. However, as the plan is developed in more detail, I shall be guided by your comment about the use of this word.

Under the heading of "Dynamic Democracy Discussion Groups", I think you will find a statement to the effect that discussion will not be limited to any concept of democracy, but rather that discussion groups will direct discussion into a profitable analysis of many, or even all, concepts of democracy.

Thank you again for your interest and your valuable suggestions.

Sincerely yours,

Florence Kerr

Florence Kerr
Assistant Commissioner

January 24, 1941

Mrs. Florence S. Kerr
Assistant Commissioner
Work Projects Administration
Federal Works Agency
Washington, D. C.

Dear Mrs. Kerr:

I want to thank you for sending me the program for a Home Defense Commission for the voluntary mobilization of women, men and children for home defense. The plan is so comprehensive that it has been difficult for me to give it the time it deserves. I have only a few suggestions:

One is that the term "mobilization" may not be term to use because of the fear that it may engender in people that we may be on the verge of war, because the word mobilization is always used in that connection.

In reading that part of the program which refers to community organization, I am sure that you do not feel that in the discussion program there should be a discussion only of democracy as we conceive it, but that there ought to be free discussion. I do not mean the kind of discussion that would break up such meetings and divide the community, but the kind of tolerant attitude that we ought to have for one another's opinions in a democracy. I thought I detected in the wording of it a rather narrow concept of discussion.

Stressing the fact that this is a volunteer movement may be viewed in two ways - those who would like to do volunteer work would be pleased, but those who would like a paid job would be disappointed. From our correspondence here and our personal contacts with women, we find that they need and are seeking paid work. Of course in such an organization as you propose, it would be impossible for all to be paid. On the other hand, such a community organization may have the leveling effect that we need if we are to be a united Nation.

You certainly have done a very comprehensive piece of work and I hope that such a program can be given a chance and may have the desired effect.

Sincerely yours,

MA:IS

Mary Anderson, Director

Defense Gen

Interview Feb. 7, 1941
Mr. Leon Sloss
Publicity Secretary
Aeronautical Chamber of Commerce
Shoreham Bldg, Washington

C.A.A.

Agent was introduced by Mrs. Alice R. Hager in the Publicity Division of the ~~Aeronautical Board~~ Chamber of Commerce. Mr. Sloss prefaced his remarks by saying he was not acquainted very much with the interior working of the plants but he gave the names of men to contact in all of the important southern California plants, those in the Los Angeles and San Diego areas, and is furnishing agents with letters of introduction to these men, almost all of whom he knows personally.

When asked about the possibility of training women for jobs that would be suitable for them in air-frame manufacture, his first replies were limited almost wholly to engine work as he was not so familiar with air-frame work. He mentioned rib stitching and upholstery work but himself had not seen these operations except in the midwest. However, he did suggest that women would be as well, if not better suited for the Sorting of Stamped Parts and as assistants in Production Control Work. In the former the work would be purely manual but in the latter there might be some clerical work entailed although for the most part it would be keeping the card record posted daily showing the location of that part in the manufacturing process in the plant.

Other persons connected with the Aeronautical Chamber of Commerce who undoubtedly would be better informed on operation details in the plant are:

1. Mr. Howard Mingos
2. Mr. Jack Gray

Mr. Gray is at present on the Pacific Coast, but is expected to return about the 10th of February. Both of these gentlemen were highly recommended by Mrs. Hager and also some of the gentlemen on the CAA.

S

February 7, 1941.

Miss Ruth Schooler, State Supervisor
Home Economics Education
Department of Education
Indianapolis, Indiana.

My dear Miss Schooler:

We are sending, in response to your request of February 5th, material we have on women workers in defense industries, together with information on women workers in the last war.

Sincerely yours,

Mary Anderson, Director.

efn

cc

STATE OF INDIANA

Department of Education

INDIANAPOLIS

DIVISION OF VOCATIONAL EDUCATION

FLOYD I. McMURRAY, SUPERINTENDENT

RUTH SCHOOLER, HOME ECONOMICS EDUCATION

WOMEN'S BUREAU
FEB 7 1941
DEPARTMENT OF LABOR

February 5, 1941

The Womans Bureau
United States Department of Labor
Washington, D.C.

Dear Sir:

You you please send me any publications showing the types of work which women did in the last war, and the types of work which they are engaging in, in the present defense program.

Very truly yours,

Ruth Schooler

RUTH SCHOOLER, State Supervisor
Home Economics Education

RS/rb

WOMEN'S BUREAU
U. S. Department of Labor
Washington

Defense
General

OCCUPATIONS AND SKILLS FOR WHICH WOMEN CAN BE TRAINED IN THE DEFENSE INDUSTRIES

The aircraft, machine tools, automotive, electrical, metal parts, sheet metal and ordnance industries all have work opportunities which can be filled by women. Some of these are:

I. Machine operators for light work
   1. Milling
   2. Drilling
   3. Turret lathes of the screw machine type
   4. Light lathes and chucking machines
   5. Tapping
   6. Threading
   7. Buffing
   8. Wet grinding

II. Sheet metal work on light parts

III. Armature and coil winding, and stator and rotor assembly

IV. Welding
   1. Spot
   2. Electric arc
   3. Acetylene

V. Assembling and bench work
   1. Laying-out work
   2. Assembling parts according to blueprints
      a. Burring, scraping, chipping and filing machined parts with hand tools to fit accurately
      b. Using hand tools and mechanical devices as portable drill presses, rivet, arbor and power presses, and electrical screw drivers to fasten parts together

VI. Inspecting
   (Due to fine tolerances in the requirements for most of the defense products the proportion of inspectors is high. Inspectors need a working knowledge of precision measuring gauges, metal hardness testing machines, calibrating indicators and other commonly used mechanical devices for checking products.)

VII. Blocking, grinding, polishing, cementing and inspecting of lenses for the optical goods industry

VIII. Drafting

IX. Other

(Women should be offered short training courses in factory terminology as to tools, materials and machines, production forms, routing, etc., that would prepare them to fit in readily as tool room attendants, stock girls, shipping and production clerks.)

EE:IS
11/14/40

CROSS REFERENCE SHEET

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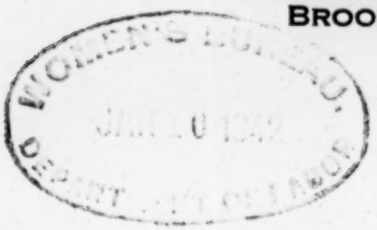
Paine
Personal

BOARD OF EDUCATION OF THE CITY OF NEW YORK .

EMERGENCY TRAINING PROGRAM FOR NATIONAL DEFENSE

110 LIVINGSTON STREET

BROOKLYN, N. Y.



January 9, 1941

United States Department of Labor
Womens Bureau
Division of Women in Industry
Washington, D. C.

Gentlemen:

The Defense Training Program of New York City is making plans to provide training courses for women in industry. Will you be kind enough to send the following bulletins to me as soon as possible:

#1. Effective Industrial Use of Women in the Defense Program

#2. Lifting Heavy Weights in Defense Industries - Methods for Conserving Health of Women Workers

#3. Safety Clothing for Women in Industry

Please mail all other material bearing on course of study construction, safety precautions and regulations concerning women in industry.

Since this is an urgent matter, I shall appreciate an early reply.

Very sincerely yours,

Frank H. Paine

FRANK H. PAINE, In Charge of
Instruction and Supervision

FHP:LS

U. S. DEPARTMENT OF LABOR

WOMEN'S BUREAU

WASHINGTON

January 7, 1941

Memorandum concerning the Women's Bureau's active participation in the defense program.

I. Defense Services

A. Health Services

The increased demands of the Army and Navy for nurses and laboratory technicians, the additional requirements for such professional service resulting from the assembling of large masses of persons in defense production centers and the operation of many new factories in undeveloped communities, require the setting up of subsidiary occupations in the health services. These occupations would call for less training than the professions and would take from the professional workers much of the detail service they are now called upon to render.

As these will be new occupations, it will require the cooperation of professional groups, lay women's organizations and the Women's Bureau to set them up so that they may be not only an addition to our defense mechanism but also operate permanently to maintain the health in the communities.

The first step is:

To outline the functions of nursing aids in the home, health clinic assistants, laboratory assistants, ward helpers in hospitals, physiotherapist aids, occupational therapeutist aids, and dental assistants.

The second step is:

To determine the necessary training, and where and how it is to be obtained.

The third step is:

To organize such of these groups as would service the family and the home under professional supervision. It is vitally necessary that this be done so that these subsidiary workers render service effectively only when professional service is not required.

As soon as funds are made available for these purposes, the Women's Bureau will call together representatives of the medical, dental,

nursing and other interested professions, the General Federation of Women's Clubs as representing the largest group of home makers, the American Association of University Women and other lay groups, the National Youth Administration, Work Projects Administration, and other Government groups. In conference there will be set up the functioning cooperative organizations to develop these plans throughout the United States. The active support of lay women's groups will be needed to make these subsidiary occupations recognized occupations in the community. For from the community will come the lasting financial support for such groups.

B. Food Preparation and Serving and Housekeeping Services

New communities will require these services. In order that they be carried on scientifically and in the interest of the community, it is essential that the Women's Bureau bring together the American Dietetic Association and the lay women's groups in each community, as well as interested Government organizations to see that trained women control this service and operate it in the interest of the workers.

II. Government Munitions Plants

The Federal Government is having built and will have operated some 40 plants to produce explosives, assemble them for use, manufacture small arms ammunitions, machine guns, and other types of munitions. These plants are being built in small towns which will require the development of housing and other facilities for workers.

In the World War women were employed effectively in large numbers in loading powder into bags and in assembling powder into fixed ammunition - very dangerous occupations. They were and are being employed to manufacture shells and machine gun parts in both public and private plants to-day.

The Women's Bureau should advise and cooperate with the Ordnance Department, the Housing Authority, and the Employment Service to the end that women best suited to this type of work be employed, that their working conditions afford full protection for health and against accident, and that living conditions be satisfactory. To this end it will enlist the interest of the National Young Women's Christian Association, the National Catholic Welfare Council, and other women's groups interested in maintaining good recreational facilities for women.

III. Privately Operated Defense Industries

Defense mechanisms to-day are built up of numerous parts fashioned with fine tolerances and they are operated by many finely constructed instruments. Women have always excelled in instrument manufacture and in other work requiring dexterity and minute care.

The Women's Bureau has determined and should continue to determine the kind of work which women are doing and can do more effectively than men in the manufacture of airplane bodies, engines, control instruments, in the manufacture of bombers and other automotive mechanisms, in the manufacture of tools, instruments, electrical equipment and other essential defense equipment. This should be done in cooperation with employers, women and men trade unionists.

While the Federal Office of Education has pledged that it will recommend the training of women for the occupations which the Women's Bureau listed under November 7, 1940, it is essential that the Women's Bureau secure the cooperation of women's groups in local communities in order that the local schools do afford adequate training to women, that the local employment service does certify women and that the conditions in private employment make for their effective use.

* * * * *

To these three ends funds will be asked from Defense Appropriations. It will also be asked that the Women's Bureau be declared a defense agency so that it can secure not only professional service but the leaders of women's organizations to organize women's groups where their support is essential to the defense program.

Last copy (55
Do not take

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For release
January 5, 1941

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
Washington

WOMEN AT WORK

Special Feature Service
Mary Anderson, Director, Women's Bureau, U. S. Department of Labor

Women and Defense Jobs

All kinds of conflicting stories are current about American women and jobs in defense industries. It is said: "There are thousands of them so employed"; "there are only a very few of them thus engaged"; "they're doing all kinds of jobs in these plants"; "they're performing only a limited number of tasks." So being somewhat baffled—and more than a little curious—you start out to investigate. Like all trips this one becomes more and more extensive and pretty soon you find yourself in New Jersey, New York, Connecticut, and Rhode Island inspecting plants making everything from planes to needles.

The first stop is a machine tool factory in Connecticut. Overhead shuttling back and forth is a complicated mechanism which looks something like a railroad locomotive without its wheels and tender. Smoothly its hooks and cables seize upon a piece of equipment and transport it to a far corner of the room, or lift half-completed machinery so that a workman may view it from beneath. If you look closely you will see in the cab of the crane operating the levers and pedals a uniformed and visored figure. The foreman comments that this is a woman. You stop and gaze awhile, and he goes on to explain that operating a crane is a job requiring a deft touch and precise movements, for a dropped tool or mistake in judgment is likely to be costly. And, he adds, probably since the World War women have been operating overhead cranes in this plant, because they have proved so satisfactory.

There are no other women employees in this plant, but in another Connecticut machine-tool plant women workers are wrapping, packing, winding coils and inspecting parts to be shipped to a well-known aircraft manufacturer. In a Rhode Island establishment women are doing bench work, inspecting, packing, electrical and light machine work. This particular employer is satisfied with the performance of women workers and is considering using more and more of them when he begins to operate at top speed on defense contracts.

This is not surprising. It's been your belief all along that as the defense program approaches full capacity and as the backlog of unemployed men decreases, the need for and the advantages of employing women will be markedly increased. It's also welcome news for while you don't advocate women workers replacing men in industry you do feel that they should be given similar opportunity to find work during this period of expanded production.

Already at work in the factories of several nationally-known arms manufacturers, busy making shells, cartridges, and firearms, are several thousand women—about one employee in every three is a woman. A good many are doing inspection and clerical jobs. Others are assembling primers to shells on a dial press, operating punch presses, running machines for drawing cups for shells. You walk about and talk to them for a moment. How swiftly their hands fly even as they answer your question. There is a definite rhythm to their work and an obvious pride in what they are doing.

The building of a plane spreads itself over several establishments. The fuselage, wings, ailerons, rudders, engine mounts, elevators, stabilizers and the final assembly of the planes is carried on in body plants. Engines are made elsewhere as are propellors and control instruments.

You begin with an engine factory in Connecticut. Here there are about 200 women, most of them checking and inspecting. This, the manager points out, is as important a step as there is, for the failure of a single piston to perform properly may mean a forced landing. Not that the point needs stressing, for the coolly efficient manner with which the women are going about their duties is sufficiently eloquent. Some of them are using scales, length gauges, snap gauges, ring gauges, plug gauges, go no-go gauges, and so forth. Others are inspecting parts purchased elsewhere with hardness testing devices, verniers, special testing indicators. A few are operating shadowgraphs for projecting parts to be tested.

This particular plant has more than 1,000 inspectors. About one in every five is a woman. Women could be used even more extensively especially if trained in blue-print reading, it is explained. In fact, it is added, last winter the educational director felt that women needed more background in the use of gauges, reading blue prints, and a knowledge of shop mechanics and with the cooperation of a local trade school a course was given and required of all girls.

Body plants use women employees, too. Strange as it may seem there is a good bit of sewing of fabrics to be done. Here women can be used to good advantage. Some of the "doping" is also done by women operatives. In overalls and with hair covered they move swiftly about dextrously playing the jets of fluid from their spray guns on to the various surfaces.

It's nice to see the finished product and you go over to the assembly line and peer into the interior of the plane. It's a bewildering sight that meets your eye. Depending on what type of plane you are looking at, there are fuel and oil gauges, rate-of-climb indicators, turn and bank indicators, tachometers, voltmeters, synchronizers, automatic gyroscope pilots, and so on.

To make one of these gadgets, you are told, requires a world of patience and the temperament of a watchmaker. You are also told that because of their particular aptitude for careful work and appreciation of fine mechanical "tolerance" women are suitable for employment in plants manufacturing instruments. And then you recall that in a New Jersey instrument factory women were employed on a large number of light jobs concerned with wire cutting, winding, using small mechanical bench machines such as arbor presses, soldering hammers, screw drivers, pincers. Most sensitive drills were operated by women. They were also doing radium painting of dials of the devices in glass shielded exhaust boxes. Hand polishing and finishing some parts with fine emery paper, cloths, and abrasives, and packing small parts and instruments were also processes in which women were employed.

Now the hangar doors swing open and the plane you have been examining is wheeled out onto the field. The test pilot adjusts his parachute and clambers into the cockpit and switches on the motor. He gives her the gun and she takes to the air.

As the plane circles about, climbing until it becomes only a speck in the sky you think of a variety of things. You think of the hundreds of women you have seen at work in defense industries. You think of the skill and ability they displayed. And you are proud—proud, indeed—that America is able to draw upon the resources and strength of all its citizens—women as well as men.

(2326)

Defense Commission

NATIONAL DEFENSE ADVISORY COMMISSION

PR 333
January 3, 1941

Immediate Release

WAR DEPARTMENT

ADDED FACILITIES AT INDIANA ORDNANCE WORKS, CHARLESTOWN, INDIANA

The War Department announced today the award of a contract for approximately $23,000,000 to the E. I. duPont de Nemours and Company for increased facilities for the manufacture of smokeless powder at the Indiana Ordnance Works, Charlestown, Indiana.

This added contract brings the total cost of this plant to approximately $74,000,000.

The original project at a cost of approximately $25,000,000 was announced July 17, 1940. On October 18, 1940 an award of $26,000,000 was made for additional facilities. The contract announced today is the second increase.

The terms of the new contract are similar to those originally announced on July 17, 1940. This contract was cleared by the National Defense Advisory Commission.

December 10, 1942

Dr. Roberts, Director
Training Acceptance Center
11th & Moore Street
Philadelphia, Pennsylvania

Dear Dr. Roberts:

The Women's Bureau has been informed of the testing program you have set up in connection with referring workers to industrial training centers and industrial plants. We are interested in the types of tests given for women in placing them in new war jobs and would like to know more details as to your experience along this line.

If it is convenient with you, we should like to have a member of our research staff, Mrs. Crowder, call at your office to discuss this with you the first part of next week.

Sincerely yours,

Bertha M. Nienburg,
Acting Director

MPC:ml

Included in application for Twin Cities Ordnance Plant
Federal Cartridge Corp. Dec 1942 & War Labor
Board Approved for Wage Rates

GENERAL

The Women's Bureau of the United States Department of Labor was requested by Mr. Charles L. Horn, president of Federal Cartridge Corporation, to send field representatives to investigate the work done and wage classifications of women employees who were replacing men and to suggest jobs on which women might replace men at a future date. Representatives* of the Women's Bureau observed the work of women and men in the production divisions of the Twin Cities Ordnance Plant, discussed jobs and rates with company officials, superintendents, foremen and members of the industrial relations department. The changes in classifications and rates for women workers which are requested of the War Labor Board are based on the reports and conferences from this special study made by the Women's Bureau at the plant.

A general appraisal of the wage structure of the plant disclosed inequities in rates based on sex. In establishing the basic wage for this plant, the lowest rate for male labor (movemen) was set at 74-82 cents an hour while for women operators and inspectors it was 60-66 cents an hour. The lowest permanent rate for a male machine operator was set at 82 cents even though the skill, effort, responsibility and working conditions were quite similar to those required of women for 66 cents. Now when women are taking over work which was first considered suitable only for men, the inequities become apparent.

When women have replaced men as line inspectors, tracer and I. B. bullet chargers, their rates will be raised to an 86 cent standard. Women who remain on jobs considered women's from the first are practically frozen to a 66 cent level although there is not a proportionate degree of differences in the skill, exertion and responsibility required. To reduce this differential in rates a reclassification of Operator or Inspector I to Operator or Inspector II is necessary. The rate for the latter which is requested is 66 70-76¢ an hour. All other reclassifications of women have been planned within the wage schedule which was in use October 1, 1942.

*Representatives of the Women's Bureau, U. S. Department of Labor
1. Ethel Erickson, Industrial Supervisor
2. Marie McCabe, Junior Investigator

Memorandum to: Mr. Charles L. Horn
Mr. R. B. Ehlen

November 27, 1942

From: Mr. Oscar Sall, Twin Cities Ordnance Plant
Ethel Erickson, Women's Bureau, U. S. Department of Labor

Subject: Reclassification of women employees to bring their rates to an equal or comparable basis with men to meet War Labor Board Directive 16.

Classification of women for the following jobs shall be:

Code	Job	Rate	Comments
891	Operator I	60-66¢	Established rate to be used for beginners and trainees.
892	Operator II	70-76¢	New rate - All women now classed as Operator I (and Inspector I) are to be regraded to Operator II (and Inspector II). This change in grades is to equalize existing inequities in rates of men and women.
851	Inspector I	60-66¢	Established rate to be used for beginners and trainees
852	Inspector II	70-76¢	New rate - See note Operator I
853	Inspector III Line or process	78-86¢	Established rate in wage schedule but new for women. A direct substitution of women for men has been made.
	Tool and gage inspector		Women are taking over work formerly performed by men as tool and gage inspectors.
854	Inspector IV	86-92¢	Established rate in wage schedule. Women supervisors formerly classed as Inspector II to be upgraded to Inspector IV.
893	Operator IIIa Plate Loader Primer Assembly Operator (Toggle Press)	74-82¢	Established rate in wage schedule but new classification for women
	Oiler-wiper (asst to Oiler I)		No women as yet but proposed classification.

893	Operator IIIb Tracer charging I. B. Polishing (lapping) Annealing furnace	78-86¢	Established rate in wage schedule but new classification for women. No women as yet but proposed classification.
831	Adjuster I	84-92¢	Established rate in wage schedule. New job for women.
374	Laboratory Technician II Velocity-Gunner-Chronograph Operator Hand loader Drop test Bullet pull test	74-82¢	Established rate in wage schedule. Women formerly classed as Inspector II and Laboratory Technician I to be reclassified.
966	Powder Handler I Primer-Tracer Area Pre-blend I. B. Salts and Tracer Mixers Hand-trucker Explosives Dry, can, and truck primers Pre-mix of primer composition	78-86¢	Established rate in wage schedule. No women employed but proposed rates
461	Guards (Guardette inside bldg.)	76-80¢	Established rate in wage schedule. No women employed but proposed rate for women.
401	Escorts and Messengers	60-66¢	Established rate in wage schedule. No women employed but proposed rate for women.
901	Machinist Helper #1 (upgrading to #2 and #3)	86¢	Established rate in wage schedule. Lowest prevailing rate for men on this job. New job proposed for women.
552	Motor trucker - explosives	86¢	
551	Area station wagon	72-76¢	Established rate in wage schedule.
925	Auto driver - Chauffeur I	60-66¢	No women employed but proposed rate.
	" " " II	66-72¢	
531	Safety Inspector To check on women's observance of safety rules.	78-86¢	Established rate in wage schedule. New job proposed for women.

TWIN CITIES ORDNANCE PLANT

Operator I
This is a classification to be used for trainees and beginners.

Operator II**
Women to be classed as Operator II are employed on the following operations:

- Drawing (4 draws for cases - 3 for bullets)
- Trimming
- Bumping
- Heading
- Pocketing
- Head Turn
- Chamfering
- Taper and plug
- Mouth and neck anneal
- Body Anneal
- Colt and rumble washers
- Gage and weigh*
- Screw machine visual inspection*
- Cannelluring bullets
- Primer manufacturing
  - Blanking and forming of cups and anvils
  - Plate fillers and anvil assemblers
  - Foil operators
- Bullet Assembly
- Primer invert
- Primer insert
- Straight line loading
- Packing
  - Assembling boxes, partitions and cartons
  - Pack
  - Label and stamp
  - Feed dryers
- Hand trucker and conveyor attendant

Operator IIIa

Plate loader	Men plate loaders doing the heavy work on crimping press and assembling cases for loading are classed as Operator IIIb
Primer Assembly Operator (Toggle press)	Toggle press for primer assembly formerly operated by men rated as Operator IIIb. Women rotate on other jobs so not a full substitution of men for women.

Operator IIIb

Tracer and I.B. charging	Originally rate set for men was 78-86¢. Women are taking over entire operation.
Polishing - Lapping	Men lappers have been classed adjusters but women are not taking over the complete job so a lower rate has been suggested for women. These women were formerly classed as Operator I which is inequitable for the work performed.

*These are classed as operators not inspectors in T.C.O.P.
**Similar jobs not specified requiring similar skills which may occur in future.

jtb

Inspector I
This classification to be reserved for beginners.

Inspector II
Hand gage
All final visual

Inspector III
Process or line (women do 100% substitution for men)
Tool and gage

Inspector IV
Supervisory - group leader - twenty or more girls under group leader.
Lowest rate paid men in similar occupation 86-92¢

Dill Munitions

Memorandum to: Mr. Charles L. Horn
Mr. R. B. Ehlen

From: Ethel Erickson, Women's Bureau
U. S. Department of Labor

November 23, 1942

EMPLOYMENT OPPORTUNITIES FOR WOMEN OTHER THAN THOSE ALREADY DISCUSSED IN JOBS WHERE WOMEN HAVE BEEN SUBSTITUTED FOR MEN.

GENERAL

Job evaluation for rates should consider such factors as

1. Skill including training, experience and ingenuity required;
2. Effort - both physical and mental;
3. Responsibility for equipment, materials and goods in process and the work and safety of others; and
4. Working conditions and unavoidable hazards.

A general appraisal of the wage structure of the plant discloses inequalities in rates based on sex. In establishing the basic wage for this plant, the lowest rate for male labor--movement was set at 74-82 cents an hour while for women operators and inspectors it was 60 to 66 cents an hour. The lowest permanent rate for a male machine operator was set at 82 cents even though the skill, effort, responsibility and working conditions were quite similar to those required of women for 66 cents. Now when women are taking over work which was first considered suitable only for men, the inequities become apparent.

On the payroll of November 7, 1942, women composed 44 percent of the entire force. Approximately 10 percent of the women were in administrative and maintenance departments. Considering only the production shops slightly more than one-half or 54 percent were women. Operators and inspectors comprised 94 percent of the women in production and the bulk - more than three-fourths - were allocated in the 60 to 66 cents hourly earnings brackets.

* This supplements memo of November 17, 1942

November 21, 1942

RECOMMENDATIONS OR SUGGESTIONS FOR PROCEDURES IN RECLASSIFICATION OF WOMEN TO JOBS OF HIGHER WAGE RATINGS

Vacancies on jobs with a higher rate of compensation should be filled from within on a promotional basis considering seniority, experience, mechanical or other special aptitudes required and by a practical performance period of 30 days.

To avoid any feeling of partiality, it is suggested that vacancies or opportunities in the promotional grades be announced on bulletin boards or plant paper with any special qualifications required in the way of seniority, experience, height, weight etc. and that those interested be asked to file a written application stating their qualifications with designated personnel supervisors or consultants. Whenever possible those who apply should be given a mechanical aptitude test or other practical test as a basis of selection.

A suggested basis of rating of applicants for selection is:

		Maximum Points Allowed
Seniority		10
Experience		30
a. within the plant	20	
b. other experience and training	10	
Aptitude test		20
Practical test		40
		100

Seniority and experience can be determined from plant records and efficiency ratings. The mechanical aptitude test could be given to groups of applicants through training department. Those having the highest ratings on the basis of this check-up should be assigned according to seniority and rating rank for training period for a maximum of 30 days at their current rate as a part of the qualifying procedure.

A form statement should be signed by the employees to be considered for reclassification agreeing to a probationary training period of not more than 30 days with the understanding that at the end of the period the higher job rate will be assigned to them providing that their performance is satisfactory and that vacancies exist in the job. If no vacancies, employee returns to old job and will have priority as vacancies occur.

PRIMER AND TRACER AREAS

The possibilities of increased employment of women are not marked as only approximately 2% of the production workers in the entire plant are found here. Many small buildings are scattered over a large area. Dilution of labor is less than in the larger units since so many of the jobs are made up of a variety of tasks - some light, some heavy - requiring more strength than that of the average woman. Although there is no state law or order that restricts the weights to be lifted by a woman or her employment in so called "hazardous" occupations, weights to be lifted must be considered in terms of operating efficiency as the average strength of a woman is about one-half that of a man. The hazardous factor alone is not a deterent to the employment of women for there is no reason to believe that women workers are less careful than men. With workers scattered over a wide area, service facilities--toilets, showers, lunchrooms and cloakrooms are a problem for men and even more so for women.

Certain specific occupations, however, would lend themselves to the effective use of women. In the primer composition, dry and can divisions where central service facilities could be provided for women and an appreciable number employed (estimate 60 to 75 in each of the two areas), women could be assigned to pre-mix in primer composition and also in the drying, canning and trucking of primers. Women could do all the production work in these if one or two men were employed on each shift for heavy lifting. It might be possible to reduce the load or the size of the heavier boxes. On these occupations, it is suggested that women be classed Code 966, Powder handler I, 78 to 86 cents an hour and given opportunities for promotional upgrading if they progress beyond this lowest level.

In the I. B. igniter and tracer blend and mix departments women could undoubtedly do pre-blending of igniter and tracer mixtures and I. B. salts--powder handler I, 78 to 86 cents an hour; but many of the jobs entail lifting which would be too heavy for a woman to do the entire job and further labor dilution would be necessary. In general, it did not seem that at present there would be much need for introducing women on these jobs although eventually it might be advisable. If women should be used, showers and special uniforms would have to be provided for them. Wherever there is a dust or toxic hazard, women selected for such work should be certified for physical fitness.

Hand Truckers - Explosives:

There is a definite possibility for increased employment of women as hand truckers of I. B. mixture to building 576 in the new area. It was estimated that 25 would be needed on each shift. The carts or trucks are light and require no special effort to move. Apart from the hazard of handling any explosive and the need for careful, attentive workers of either sex, there are no special qualifications needed by the employees and it would seem that this job could be delegated to women. Because of the hazard, the job is entitled to a higher rate classification than hand truckers and should have a rate equivalent to that now paid the men - 966 Powder handler I, 78 to 86 cents an hour.

Motor Truckers - Explosives:

Women might be substituted for men as drivers of the light explosive trucks (3/4 ton) in the area. If either men or women were available to help with the loading and unloading of the truck, there is no reason why there could not be a substitution of women for men on some of the trucks. Codes 552 Driver II, 86 cents an hour. Women would have to qualify and prove their driving ability on the same basis as men.[1]

MECHANICAL MAINTENANCE

Oilers:

Women could be trained as light oilers and wipers for some of the machines. Oilers - Code 881, 92 cents an hour - work in teams of two and one of the team could be a woman handling oil cans and wiping. Foremen of the oilers reported that when capacity production is reached there will be approximately 300 greaser-oilers and he stated that at least 50 of these could be women. The oiling of machines is definitely scheduled for each machine and most of the work is purely routine. Oilers for most part have been trained on the job. It was suggested that the gage and weigh machines, the visual (worm type) inspection machines and the trimming machines would be possibilities for trying out women oilers and wipers. Women might be tried out as oilers assistants or wipers at a rate comparable to Code 893A, 74 to 82 cents an hour. This job could be regarded as an upgrading step from operator and a mid step to adjuster.

Machinist Helpers:

There are over 300 machinist helpers, Code 901-I 86¢; II-96¢; III-$1.10 an hour. Women who have had machine shop experience or special machine shop training might be used as satisfactorily as young, inexperienced boys on both surface and cylindrical grinding, burring and light machine work. Superintendent of mechanical maintenance reported that if he were given women who had indicated a mechanical aptitude, they could replace at least 20% of the men, proportions of women are operating grinders, lathes, milling machines and shapers and also are being trained in machine set up.
Code 901-I, 86¢ an hour. In the fire arms and cannon industry considerable

Plumber Helpers:

A possibility was reported of using four to six women as plumber's helpers changing sink washers and taking care of stoppages in toilets in women's lavatories. This would require the setting up of a new rate classification.

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[1] The special report on the employment of women submitted to Mr. Ehlen, by Mr. Milton Smith on women workers in the P-M area sets forth in detail the possibilities and factors affecting the introduction of women and is a comprehensive evaluation of the problems involved on each job.

Electrical Maintenance:

A number of women could take the place of men replacing bulbs and fluerescent rods - lamping - and be classed as electricians helpers. A new rate would have to be set.

Readers of Thermometers and Humidity Instruments:

Women could replace men to check temperatures and humidity instruments. The work is that of a factory clerk and classification as Code 161-Pro-Clerk I, a.- 60-66¢ hour, b.- 70-76¢ an hour in maintenance would be appropriate.

Storeroom Maintenance:

No women are now employed in the storeroom of mechanical maintenance. A major part of the work could be done by women. They could do all clerical work and handle all light stock. It was suggested by the superintendent that 5 out of 7 jobs might be filled by women. The classification covering this job is suggested as 161-Production Clerk I a. 60-66¢
I b. 70-76¢

TOOL AND GAGE INSPECTION

In the stores receiving department 28 women are classified as inspector 2(852) 70 to 74 cents an hour. They are operating hardness testing machines (Rockwell) and doing gaging, micrometer checking and blue print inspection of vendors goods to fine tolerances. There are 48 men who are supposed to do the work requiring greater skill and are classed as tool and gage inspectors at rates from $1.00 to $1.40 an hour and 23 men on similar work in the maintenance department. Women are proving able to take over much work formerly done by the men and it seems that there is need of equalizing the marked inequities in their wages as the work of the women is quite similar and women can carry much more of the work of this department. These women might be classified as Inspectors 853, 78 to 86¢ or 854, 86 to 92¢. The qualifications for transfer to this work should be high requiring a test of their mechanical aptitude, prints and shop mathematics. Preference should be given to women with at least a high school or college background in laboratory sciences or mathematics or special inspection defense courses.
a knowledge of trade terms, characteristics of metals, ability to read blue

ANNEALING FURNACES

Salem type of annealing furnace could be operated by women. Operation of furnace is chiefly a matter of watching and adjusting controls according to specific directions. If power is shut down so components must be cranked out, extra labor must be called on to help with this manual labor and the operator should be spending his time shutting off flames and adjusting controls for shut down. Furnace men are classed as Code 894 Operator 4. Women who have served as operators of Colt Washers would be promotional material for this job. If women could not take over the entire job, they could do the major part and meet the qualifications for Code 893b Operator.

LEAD SHOP

Jobs in the lead shop were observed. Women are employed only as visual inspectors and it seemed that the possibilities for women as operators on the swaging machines, the extrusion presses and lead furnaces are slight. The swaging machines are largely automatic and most of the work entails the moving of heavy reels of extruded lead and the lifting of boxes of components from the discharge end. Since the number of jobs is small, it does not seem that there are marked possibilities for additional women.

GUARDS

There are almost 500 guards in the area and if the plant protection made a division of the work into outside gate guards and inside guards, many of the latter could be women making routine building inspections, checking badges and directing persons to proper departments or offices. Other war industries are using women guards in these capacities. Code--Guards 461, 76 to 80 cents an hour.

SAFETY INSPECTOR

A number of women might be employed as safety inspectors especially on checking women's observances of safety rules as to clothing, shoes, goggles and for the instruction and discipline of women in safety matters. Code 531, Safety Inspector #1, 78 to 86 cents an hour.

ESCORTS AND MESSENGERS

Young boys who are classified as escorts and as mail boys could be largely women at the same classification as the men, Code 401 - 60 to 66 cents an hour.

AUTO DRIVERS

It would seem that qualified women drivers could replace a substantial number of auto drivers and chauffeurs, releasing a number of young men for other duties. Drivers transport passengers and mail boys about the area; also drive station wagon. There is no lifting or carrying of materials involved. At present there are 11 male "auto drivers," code 551, 72 to 76 cents an hour and 31 male "chauffeurs"- Code 925 I, 60 to 66 cents an hour and II 66 to 72 cents an hour. If the women are performing the same work as the men, it is suggested that they be classed as auto drivers.

PLANT AND ADMINISTRATIVE CLERICAL

Men predominate in most of the factory or plant clerical jobs and a large proportion might well be women. In the maintenance, stores and main production building, account clerks, production clerks and timekeepers could be recruited from women applicants for beginning jobs. Women should be fitted in at the same classifications and rates as those existing for men. Codes III through 163. In the general administration force, men predominate as accountants and accounting clerks - less than 5 of more than 50 so classed are women, and women could replace men as vacancies occur.

SEMI-PROFESSIONAL JOBS

In war industries generally women are being employed increasingly as tracers, drafting assistants, engineering aids, chemists and chemist aids. Women predominate as Laboratory Tech. I 373 but in grades 2 and 3 men predominate. Women with qualifications required could be found or upgraded to the classification of chemist, engineering aids, and draftsmen. Have only a few women --less than five--but trained women meeting the qualifications set up for the men could undoubtedly be recruited.

INVESTIGATION

All special investigators (about 25) Code 522-523-524 are men. Women have proved able on this kind of work and vacancies occuring in the Code 522 Investigation I, $1.16 to $1.32 an hour, or $46.40 to $52.80 a week class would serve as a place where women might be employed.

CONSULTANTS

An inequity exists in the classification of women consultants compared to men. Women classed as welfare workers are hourly employees with a prevailing hourly rate of 72¢. Men, on theother hand, are salaried employees with the privileges of office workers. In terms of hourly rates, the range for men classified as personnel technician Code 171 #1 is $35.20 to $40.80 weekly, while for women it is Code 381 #1 66 to 72¢ an hour where all but three of the 26 women consultants are classified. The duties are comparable and indications are that women have a heavier load of consultees than the men. The women are classed as semi-professional and qualifications have been higher than those demandedof the men. The women are classed as semi-professional, the men as clerical but their relative rates do not reflect this.

E. Erickson
Women's Bureau
U. S. Department of Labor

SUMMARY

Outline of suggestions for classification of women who are taking over work formerly done by men and for classifications where there are apparent possibilities for increased employment of women.

COMMENTS ON QUALIFICATIONS

891 Operator I, 60-66¢ an hour

Conveyor attendant	No special qualifications
Hand trucker	Short husky type, suitable for heavy work
Washers - Colt & Rumble	Not less than 130 pounds Older women as possibility If women do same work as men did they should be reclassified as Operator II or III.

892 Operator II, 66-70¢ an hour

To lessen the gap between the minimum earnings of Operator I and Operator III, it would seem advisable for superintendents or a special committee to study the operations now classified as Operator I considering the training, skill, physical exertion and responsibility for materials and the safety of others and working conditions as a basis for upgrading to higher rates of pay.

Operator I might be restricted to the jobs with minimum qualifications to which beginners could be assigned. Operator II might include all jobs which require more than a minimum of training and responsibility and effort and those which have less favorable working conditions such as handling toxic substances and disagreeable temperatures. Most of the jobs as machine operators, now classified as Operator I would become Operator II. Suggest a new rate 66-74¢ an hour.

893A Operator IIIa, 74-82¢

Plate leader	Promotional 3 months experience in plant Speed and close attention required Husky type. Height - at least 5 ft. 4 in.
Primer assembly operator toggle press)	Promotional (from Op. I) 3 months experience in plant Tall women - 5 ft. 5 in. (approx.) Stable type
Tracer and I. B. Charger	Promotional from operator Experience - 3 months Stable Alert, quick reactions Aptitude test No pulmonary weakness (dust prevalent).
Oiler Wiper (assistant to Oiler I)	Promotional from operator

893B	Operator III, 78-86¢ an hour Polishing (Lapping) oper.	Promotional Practical test in gaging Mechanical aptitude and dexterity test Knowledge of precision gaging
	Annealing furnace (Salem)	Promotional from Colt washer. Quick reaction Height: 5 ft. 6 in. Suitable for heavy work
851	Inspector I, 60-66¢ No additiona. All visual inspection.	See note on Operator II. Inspection might be re-allocated
852	Inspector II, 66-70¢ an hour	
853	Inspector III, 78-86¢ an hour Process Inspector (line)	Promotional Mechanical aptitude test Practical test of machine and component knowledge Three months experience Good judgment necessary
854	Inspector IV, 86-92¢ an hour Group leader-final visual	Promotional Ability to supervise and train new workers
	Tool and Gage Inspection Suggest these be included in 853 and 854 Codes	High school or college education Knowledge of some metallurgy, Shop mathematics, Blueprint reading and gaging A practical test
374	Laboratory technician II, 74-82¢ Velocity gunner and Chromograph Op. Hand leader Drop test Pullet pull	High school education with science courses - preferably chemistry and physics
831	Adjuster I, 84-92¢	Promotional from inspector or machine op. Mechanical aptitude test Practical test Knowledge of tools and machines
966	Powder Handler I-78-86¢ (P.T. Area) Pre-bland Hand truck - (explosives) I.B. salts and tracer miners Dry, can and truck primers Pre-mix of primer comp.	Experience - 6 months in area Age: 25 years or over Stable Suitable to out-door work

552	Motor trucker (explosives) 86¢	Driving test experienced in P. T. Area Age: 25 Minimum Height: 5 ft. 5 in.
901	Machinist helper #1 (upgrading to #2 or #3) 86¢ P.R.	Machine shop experience or training Mechanical aptitude test Shop mathematics Knowledge of precision gages
461	Guards, 76-80¢ (Inside building)	Tall - 5 ft. 6 in. minimum Diplomatic personality Selected from trainees
531	Safety inspectors, 78-86¢ (upgrading to 532 II - $1.00 to $1.10) Check on women's observances of safety rules and giving safety inst.)	Knowledge of machines with reference to safety rules of company Might be promotional from women consultants.
401	Escort and Messenger - 60-66¢	No qualifications beginning job.
551	Area station wagon, 72-76¢	Qualified drivers
925I	Auto driver - chauffeur 60-66¢	Pleasing personality
II	" " " 66-72¢	

Maintenance

No Code	Plumber's helpers - new rate classification Changing washers Cleaning and opening drains and toilets	Suggested promotional from custodial
" "	Electrical maintenance (lamping.)	" " " "

Clerical

161	Production clerk 1A 60-66¢ 1B 70-76¢ (includes property clerks) Storeroom attendants Tool crib attendants	No special qualifications except ability to do clerical work.
	Thermometer and humidity instrument readers Machine counter readers	Same as above
133	Clerk IIB $32.80-$35.20 Timekeeper	Clerical ability plus ability to type Suitable personality
031	Investigator I $46.40-$52.80	Same qualifications as men

Memorandum to: Mr. Charles L. Horn November 18, 1942
Mr. R. B. Ehlen

From: Ethel Erickson, Women's Bureau
U. S. Department of Labor

SUBJECT: Suggested reclassification of women who are employed or are to be employed on work formerly performed by men. Reclassification has been discussed with divisional superintendents, building superintendents, Mr. Sell and Mr. Wheeler.

1. Inspection: After a preliminary conference with Mr. Hornsby and one of his chief inspectors, Mr. W. B. Ervin, a meeting was called at Mr. Ehlen's request and attended by Mr. Maurice Johnson, Mr. Hornsby, Mr. Sell, Mr. H. B. Smith, Mr. Wheeler and Miss Myrtle Cain to discuss the re-rating of women inspectors.

Inspection-final visual, line (process) and leader inspectors were discussed. The inspectors under Mr. Hornsby's supervision are distributed approximately as follows in the assembly buildings:

Building	Final Visual		Primer Insert		Line or Process		Leader	
	Male	Female	Male	Female	Male	Female	Male	Female
101	X	55	X	20	32	65	28	2
102	X	78	X	30	39	49	28	3
103	X	215	X	30	94	32	18	3
503	X	102	X	30	84	37	17	3
Total		450		110	249	183	91	11

Line or Process Inspectors (853 Inspector 3): Women line inspectors on case, bullet and loading lines are performing work which is the same as that done by men. They must have a thorough knowledge of the components inspected, ability to work with line operators and adjusters in pointing out defects. Mechanical knowledge, judgment and ability to work with others were stressed.

Since the work done by women is the same as that done by men, it was agreed and recommended that women doing line inspection be reclassified as 853 Inspector 3-78 to 86 cents an hour.

Qualifications: For filling future jobs of this kind in new area and to replace men inspectors as vacancies occur, it was suggested that machine operators be given opportunity to apply and that selection be based on simple mechanical knowledge and aptitude tests, senority and an interview with supervising foremen. Before new appointees are certified for this job, they are to serve a probationary period of 30 days.

Group Leaders (854 Inspector 4): In final visual inspection a small group (reported as 11 women) are serving as leaders with supervisory duties. These women supervise and instruct new workers and are responsible for the work of the group. They have been classed as 852 Inspector 2-70 to 74 cents an hour. It was agreed that group leaders be promoted from their present classification to 854 Inspector 4-86 to 92 cents an hour.

All other women inspectors under the jurisdiction of the inspection department are to continue as 851 Inspector I. This includes all final visual inspection-primer case, bullets and completed cartridges.

The rate discrepancy ensuing between women as Inspectors 1 and Inspectors 3 was discussed. This discrepancy is the result of a dual wage structure which set up 66¢ as the prevailing rate for women and 86¢ for men as inspectors.

II. Plate Loading (Code 893A): In 30 caliber plate loading women are being used in the same group or line assembly with men. While the heaviest work is done by men, the work is fast and strenuous for all. Trays and dies loaded with components varying in weight from 10 pounds to about 37 are handled at a rate of 150 to 200 plates an hour. The work of the women is comparable to that of the men in many respects especially as both speed and close attention are required. In one building women were filling the trays with bullets; in the other men were doing this operation. Men are classified as 893 Operator 38-86 to 92 cents an hour. Women rotate and their work is lighter so it is agreed that they be classified as 893 Operator 3A-74 to 82 cents an hour, one step lower than men.

Suggestions: Since this job will pay a higher rate than that prevailing for women, it is suggested that it be an upgrading one. Qualifications for transfer to this job should be set up. It is suggested that women be at least 5 feet 4 inches in height, approved by the medical department as suitable for heavy work, and that they have at least three months experience on other work in the plant. A probationary period of 30 days might be set up.

Also, it is suggested that after the loading of a definite number of plates as 75 or 100 a rest pause of 5 minutes be allowed all workers on the line.

III. Tracer I. B. Loading (Code 893A): Both 30 and 50 caliber tracers and I. B. have units operated entirely by women. Women rotate on all positions. Production has increased and scrap has decreased with the employment of women. Men were employed as key and charging operators 893B, Operator 3B-86 to 92 cents an hour. Since women rotate and are not required to occupy key position constantly a reclassification of women as 893 Operator 3A-74 to 82 cents an hour is suggested.

Women transporting powder within the wings either in hand carriers or small carts are to be given the same classification since these women sometimes are required to fill machine hoppers with powder mixture and are also used as relief operators on machine.

Qualifications: This job should be filled by promotional transfer from employees with seniority. Women with quick reactions, non-emotional stable type, and those who are certified by the medical department as free from pulmonary troubles or susceptibilities because of dust should be assigned.

IV. Primer Assembly Operator (Code 893 A): Women have been tried on toggle press assembly of primers in both 135 and 535. A unit of three rotate. Rate paid men on toggle press (Code 893B) is 86¢. It is suggested that women be upgraded to Operator 893A-74 to 82 cents ah hour. It was decided the job should be termed primer assembly operator instead of toggle press operator.

Qualifications: A promotional transfer from operator 1 in primer department. Height is necessary to manipulate handle of press and women should preferably be at least 5 feet 4 inches; should also be of a stable type.

V. Velocity Gunner: Laboratory Technician (Code 37A-2): Four women have replaced men on the velocity test for proving ball and armor piercing ammunition. They wire muzzle, load and discharge gun. The chronograph which records the velocity is operated by the women as a rotation with gunning. Men who were formerly employed for this test were expected to do pressure and velocity testing of I. B. and tracer bullets, and also men were shifted around the entire department on gunner and other jobs. Since the women's job is as much that of a laboratory technician as that of a gunner, it is suggested that these women now classed as inspectors 1 in Ballistics be changed to Laboratory Technician2-Code 374-74 to 82 cents an hour. Lowest rates for men gunners is 78 to 86 cents an hour. Women who work on a variety of jobs such as primer drop tests, hand loading, bullet pulltest, etc. should be rated under same code.

Qualifications: Workers assigned to this job should have at least a high school education and preferably some training in laboratory courses as physics or chemistry. It should be considered an upgrading job from inspectors who have suitable qualifications.

VI. Lapping Dies-Machine Operator 893B-Polishing Operator: Where women have been substituted for men on die lapping or polishing, setting up, gaging work to fine tolerances it is suggested that her classification be 893B-78 to 86 cents an hour. Men who do this work are rated as Adjuster II-92 to 1.00 an hour, but more all around general ability as machine adjuster is expected of men so a lower classification is suggested. If men do the same type of work, they should receive the rate of a polishing operator.

Qualifications: This job should be promotional from within. To be eligible for consideration women should be given a practical test in gaging and a manual dexterity aptitude test as workers must have knowledge and ability to work to tolerances of thousandths of an inch.

VII. Adjusters (831 Adjuster #1): A group of women in 503 are doing a full time job as adjusters on straight line loading machines. They have been tried out for several weeks and are doing the work satisfactorily adjusting as many machines as the men. Their duties

and performances are equal to that of the men and they should be rated the same-831 Adjuster#1-84 to 92 cents an hour.

Men adjusters have been trained on the job and many had little mechanical experience. Summarizing statements of persons interviewed, it seemed to be agreed that women with a little training will be able to do over one-half of the adjusting. Women would not be able to handle the adjusting on pocketing and heading machines and others where the take-up is heavy requiring the use of heavy tools and experienced mechanics. Statements were made that women operators are taking over minor adjustments, inserting tools and cleaning machines reducing materially the number of adjusters required. Women adjusters can be recruited from women who have evidenced most ability on making adjustments on their own machines.

Qualifications: To be eligible to a promotional transfer from operator or other classification to that of adjuster, the applicant's mechanical aptitude, knowledge of machines, and tools should be tested. A probationery period of 30 days should be set up as a try out period at old rate before transfer to adjuster classification.

VIII. Conveyor Tender (891 Operator 1): Women are being employed on conveyors to open and shut gates and direct the flow of components into hopper below in buildings 101 and 103. In one instance six men were replaced by six women. Men are rated as Movemen #1-74 to 83 cents an hour. Men are occasionally called upon to shovel and move trucks loaded with components which is not required of women. The job has no strain and is a beginning one so it is suggested that woman conveyor tenders be classified equivalent of 891 Operator #1-60 to 66 cents an hour. No special qualifications are required; this is a beginning job.

IX. Hand Truckers (891 Operator #1): In the 500 area-501, 501B and 503, women are being tried out and considered to take places of movemen. The elements of the job are simple, strength and ability to move trucks to designated stations or hoppers being the only requirement. Trucks for women should have handles so no bending is required and women should have stools available and be allowed a rest pause at least five minutes an hour. The women should not be required to move the heaviest trucks, only one truck at a time, and only on cement or hard wood floors where the trucks can be directed with a minimum of effort. Would suggest that as a beginning woman be employed on moving cases after the completion of the third draw. Women should not be considered in capacity of general floor truckers or roustabouts, replacing all around movemen. Because of simplicity of job a classification of 891 Operator #1 Hand Trucker is suggested.

Qualifications: Suggest this as a minimum rate job with a requirement that all women certified for it be approved by medical department for heavy work-a short stocky type of woman would seem preferable.

X. Washers (Colt and Rumble Washers) - 891 Machine Operator # 1: Women are employed as washer tenders in 101 and 503. In 101, 11 women have been assigned to

colt washers. Four men have been retained to do the heavier jobs in the cleaning of washers and to mix solutions. Formerly 11 men, now 11 women and 4 men. The men were classified as operator 3B 78-86 cents an hour. As long as women continue to do only a part of job, a classification of 891 Operator I-60 to 66 cents would seem adequate, but if women completely replace men and take entire charge of loading, mixing and cleaning baths and cleaning washers their classification should be changed to one comparable with their increased duties.

Qualifications: No special training or skill required but women should be given preference who are adapted for physical work-muscle work. Older women might be given preference for this job.

Defense Gen
47

November 9, 1942.

Mrs. Royal Daniel, Jr.
5707 Lynne Haven Road,
Pittsburgh, Pa.

Defense Gen

My dear Mrs. Daniel:

In the absence of Mrs. Roosevelt, your letter has been referred to me for acknowledgment and reply. I know she will be very interested in your comments on the Pittsburgh situation and would want your information given to the appropriate agencies which need such facts. I am referring it to the War Manpower Commission, which is the agency having authority over labor supply and allocation of manpower.

It is of particular interest to the Women's Bureau, as this is the agency engaged specifically in studies of kinds of work women can do, in studying problems affecting their employment, and in recommending standards for their working conditions. In order to keep ourselves closely informed of the situation for women workers in different parts of the country, we have a "dollar-a-year" representatives on the Labor Supply committees (set up by the U.S. Employment Service and on which is usually represented such agencies as the War and Navy departments, the State vocational training agency, The War Manpower Commission subdivisions (Fair Employment Practices Committe, Training-Within-Industry, Apprenticeship,etc.)). For the area in which Pittsburgh falls, our representative is Miss Rebecca Smaltz, Philadelphia. I am sending a copy of your letter to her, as it will be most interesting information for her to have, and to use as occasion arises.

Some of the questions raised in your letter have long had the attention of the Women's Bureau. Other do not belong in our province. We are aware of the difficulties encountered by the older women in trying to find employment, of the need for "educational" work to be done with some types of employers regarding more opportunities for women in their plants. As long ago as the fall of 1940, we issued a statement calling attention to the necessity for training women in factory operations so they would be qualified and ready to assume places on the productionline when the labor supply of men diminished.

The U. S. Women's Bureau was created at the time of the last war, due to the problems of women in industry then, and in the succeeding years we have studied their occupations, their opportunities, wages, hours of work, and many phases of the general woman-employment situation. I am enclosing some

of our recent material, to acquaint you with the scope and nature of our work.

I want to thank you very much for writing to give us this information; we are very glad of your interest in women workers, and I hope we all can get the most pressing problems worked out soon.

Sincerely yours,

Mary Anderson, Director.

MA/RN
cam
Enclosure

5707
Lynne Haven Road
PITTSBURGH, PA.

October 30, 1942.

WOMEN'S BUREAU
DEPARTMENT OF LABOR
NOV 4 1942

Mrs. Franklin D. Roosevelt,
The White House,
Washington, D. C.

Dear Mrs. Roosevelt:

You will pardon the intrusion of this letter, necessarily a long one, but I know that you are vitally interested in this problem and I know of no one else to whom I can address these few observations.

As you see, I live in Pittsburgh.

I am a newspaper woman, thirty-seven years old.

When I married three years ago I thought I had left all active business behind me. I had served a time of fifteen years on newspapers and radio and was quite willing to accept the gentler joys of domesticity.

Then the war came. And with it the National Emergency. Since I am somewhat familiar with the steel mills, having written, through the years, many stories about and for them, and since the steel industry has been peculiarly dear to my heart, I enrolled in the Defense Classes at the University of Pittsburgh, taking, specifically Steel and Ordnance inspection in the department of Metallurgical Engineering. I believe I am one of about forty women enrolled in this particular class this term. The class is divided into several sections to accommodate girls and men working the 'swing turn', or 'split shift'.

The purpose of this class is to acquaint laymen with the technique of steel testing equipment so that, at the completion of the course, late in January, any member of this class group can go into a mill and have some idea of what goes on there and what the ideals of the steel industry are and how to arrive at standard tests.

Naturally, during the course of the classes I have talked with the men and women taking the work.

It also happens that I have a number of friends

who either own or hold executive positions in mills in Pittsburgh. Since taking this inspection course I have talked with one man who owns a company making shell casings, another man who is an executive engineer at Westinghouse, two executives of Carnegie-Illinois Steel Corporation, an engineer at Crucible Steel, an executive of Jones and Laughlan, and an executive of Pittsburgh Steel, to mention only a few.

These men are all anxious to employ women. They all, without exception, are seeking some kind of suggestion, some guidance about how to go about it and about whom to hire and what to do with the women after they get them. Only one Pittsburgh company, to my knowledge, has a woman now employed to handle women in personel. Other companies are anxious and eager for some administration and yet don't know how to go about getting it.

The problems I have heard discussed are:

1. hours.. the matter of three shifts.
2. transportation.
3. whether to hire married women, young women, older women, and women with children.
4. What to do about the toilet situation, especially with plumbing equipment frozen.
5. How to provide for a lounge, a rest room, where should it be and how should it be equipped.
6. What about the lunchroom situation?
7. Should uniforms be standard?
8. Should pay be equal with men?

And this list is by no means complete. I know that you are familiar with these problems and more, too, that is why I directed this letter to you.

Many of the mills feel that older women can not stand the day to day pressure of the work. On the other hand many mills (and many husbands employed in defense work) realize that the women they want, the right age, the right training, the right alertness of mind and body, are of the age where they have little children either of pre-school age, or school age, who can not be left to wonder around the streets between school and the time mamma comes home from the mill. Not all of us are fortunate enough to have grandmothers or Sister Kate's who are willing to take the responsibility of these children for the 'in-between' hours.

Then there is the matter of 'trend'.

The mill executives say that they are very anxious to have college women, particularly for executive and lab-inspection jobs. But so far, particularly in Pittsburgh, women who have the background to go right to work in inspection and metallurgical work feel that mill work is not 'ladies' work. I know that you did not find the same attitude in England for I have talked with men and women who have been employed in English mills. It is quite within the bound of 'lady-hood' to take Nurse's Aid and Red Cross and Civilian Defense but here in Pittsburgh there must be some impetus, some way of making the defense industries 'the thing to do'. We must some how make it popular and patriotic for women 'who do not need the money' to go to work with their hands and the sweat of their brow to earn less than a dollar an hour.

And more.. steel men seem to have very little understanding of women anyway. The very nature of the man is such that he thinks of women as either 'homebodies' or 'gentle flowers'. It is not compatible with his nature to think of women in terms of the mills and so he lays himself open to limitless mistakes.

For the several past weeks, when it became more and more apparent that women MUST go to work at defense, not just the more or less small group for which the mills were at once an obvious advantage in wage and hour employment, but the bulk of the nation's female population, especially those of us living in defense cities, I have been studying the obvious need for a consolidation of effort.

The steel companies need someone who can help them out with their problem of housing, hours, employment and administration.

The whole project needs someone who can work toward popularizing 'hard work for defense.

The individual women need guidance, training, volunteers to run 'after school play hours', perhaps in the schools themselves, community transportation, and employment direction.

And lastly, the National Emergency needs to get the largest and the best and most efficient woman-power it can.

How this can be handled is, of course, the big problem. But it seems to me that there might be such a thing as a Woman's Labor Board, centralized in Washington to administer these problems and that a unit of this board might be set up in each of the big cities where large numbers of women are and will be called to the defense industries. We need such a director here in Pittsburgh badly. I believe Detroit needs one as badly. And I have no doubt that the cities which already employ women

in great numbers in assembly plants would welcome a 'clearing house office' in which all the ramifications of the problem of defense employment for women could be met.

I am sure that the public schools, the universities, the mills and the public would welcome and cooperate with such an office if it were to be established here.

Perhaps all this has already been discussed and arranged or is being 'set-up', if so please excuse me for having taken so very much of your very precious time. My only reason for presuming to write this letter is that I feel the whole situation so keenly. I see it from both sides, from our friends, the 'management' and from my other friends, the girls who are taking the defense classes preparing themselves to go into the mills. I have worked with women, for women, and 'over' women, since I got my first job in Chicago on The Daily News in 1927. I have broadcast to them, written for them, consulted with them and bossed them ever since. Their problems, our problems rather, are very close to my heart.

Thank you so much for your time in reading this long letter. If there is anything that I can do to help any place along the line in this awesome time, I would be only to happy to do all or anything I can.

Dorothy Daniel

Mrs. Royal Daniel, Jr.
5707 Lynne Haven Road,
Pittsburgh, Penna.
October 30, 1942.

October 21, 1942

Mr. John Hardy
Regional Director of Defense,
Health, and Welfare
120 Boylston Street
Boston, Massachusetts

My dear Mr. Hardy:

At the suggestion of Miss Carnza Clarke, Washington office of the Division of Defense, Health, and Welfare, we are sending you a copy of the abstract from our field report on woman labor needs for the State of Connecticut, as these needs bear on additional housing for employees in war plants.

Very truly yours,

Mary Anderson, Director.

Enclosure
MA:WLB:MHG

Files

August 10, 1942

Dear Miss Anderson:

In reply to your letter of August 6 to Mr. Cartwright, we are glad to send you a copy of the Report of the Commission on Post-War Training and Adjustment.

Sincerely yours,

E Graves

Secretary to Mr. Cartwright





THIS SIDE OF CARD IS FOR ADDRESS

AUG 11 1942
DEPARTMENT OF LABOR

Miss Mary Anderson
Director
Women's Bureau
U. S. Department of Labor
Washington, D. C.

WAR RELOCATION AUTHORITY

WASHINGTON

July 28, 1942

WOMEN'S BUREAU
JUL 30 1942
DEPARTMENT OF LABOR

Miss Mary Anderson
Director, Women's Bureau
U. S. Department of Labor
Washington, D. C.

Dear Miss Anderson:

I was very glad to hear from you again and would like to see you before long and explain our employment program to you. So far, employment has been mainly agricultural in nature, but last week we succeeded in working out with the War Department a procedure which may result in the relocation of a good number of the evacuees in the Middle West.

I am leaving this week for a month in the West, and, upon returning, would like to discuss the employment policy of the War Relocation Authority with you.

Sincerely yours,

Thomas W. Holland

Thomas W. Holland
Chief, Employment Division

FOR VICTORY
BUY UNITED STATES SAVINGS BONDS AND STAMPS

CROSS REFERENCE SHEET

Name or Subject | File No.

Dayton Frigidaire Case

Regarding | Date

July 1942

SEE

Name or Subject | File No.

Man power folder.
Natl War Lab on B1 269

File cross reference form under name or subject at top of the sheet and by the latest date of papers. Describe matter for identification purposes. The papers, themselves should be filed under name or subject after "SEE."

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CROSS REFERENCE SHEET

Name or Subject: Bell Telephone Case (Ohio)

File No.:

Regarding:

Date:

SEE

Name or Subject: Natl War Labor Bd

File No.: 269.

File cross reference form under name or subject at top of the sheet and by the latest date of papers. Describe matter for identification purposes. The papers, themselves should be filed under name or subject after "SEE."

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July 22, 1942

Mr. Thomas W. Holland
War Relocation Authority
Barr Bldg.
Washington, D. C.

Dear Mr. Holland:

It has come to my attention that your organization has the problem of placing evacuated workers in jobs outside the War Relocation camps, wherever it is possible.

We, as you know, are very much concerned about the women workers, and I would be very eager to talk to you about what you contemplate in respect to women workers. We would be very happy to cooperate with you in maintaining proper standards for these women workers.

Sincerely yours,

Mary Anderson, Director

MA:IS

No letter - Telephone request

July 7, 1942.

Miss Eleanor Daly
Office of Management Training
Federal Public Housing Authority
Washington, D.C.

My dear Miss Daly:

Since the Women's Bureau is not in the field of training or planning of training courses for women, I fear the enclosed material will not be very helpful to you in your plans. However, information is given on two conferences convened by the Women's Bureau, at which the need and value of training women for the defense and war efforts are stressed.

You will find the Office of Education particularly helpful in regard to types of regular and defense vocational training, kinds and contents of courses, and possible additional courses along the lines in which you are interested.

You may wish to consult Mr. Layton S. Hawkins, Director of the Vocational Education Division, South Interior Building (Department of Interior, Exchange 2329). (As you doubtless know the Office of Education though still located in the Interior Building is part of the Federal Security Agency, and the training activities are now closely related to the Manpower Commission's program.)

Dean Jas W Case

~~Mr. Roy A. Seton~~ is director of the Engineering Science Management Defense Training program (E.S.M.D.T) U. S. Office of Education, and can give you all available data on the present and possible courses along these lines in the higher educational institutions. He could also furnish you with leaflets on courses available in certain of the institutions.

Miss Louise Moore, Agent, Trade and Industrial Education for girls and women (U. S. Office of Education) can give information on both the defense and regular vocational pre-employment and supplementary courses conducted for women and girls by State Boards of Education.

The name and address of the able woman for managerial work in the housing field to whom I referred over the telephone is: Miss Hilda Mills, 42-34 Saull St., Flushing, L.I., New York.

I am having forwarded from the Government Printing Office three additional copies of the enclosed handbook (Bul. No. 190). Should you want more copies of this, or any others of our reports as listed in the enclosed folder, we should be glad to send them. sent D.

Sincerely yours,

MVR
erh

Encl.

Mary V. Robinson, director
Division of Public Information

June 26, 1942

Mr. G. G. Greer, Personnel Manager
Rheems Manufacturing Company
Sparrows Point
Baltimore, Maryland

My dear Mr. Greer:

The Research Division of the Women's Bureau had the inclosed information on file concerning State Legislation safeguarding pregnant women. You will note that Maryland is not one of these States. If you wish further confirmation call the Maryland State Department of Labor.

The bulletin on Standards for Maternity Care and Employment of Mothers in Industry, prepared by the Medical Staff of the Children's Bureau in cooperation with the Women's Bureau, will not be ready for release for ten days or two weeks. A copy will be sent you as soon as it is available.

Thank you for your very fine cooperation when I visited your plant.

Sincerely yours,

Elsie I. Wolfe
Field Investigator

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
WASHINGTON

RECEIVED JUN 22 1942 DEPARTMENT OF LABOR

June 20, 1942.

my dear Miss Anderson,-

There has been no need in Cleveland to go to the Local Ordnance Department. The credentials, with the photograph and fingerprints, seemed to satisfy everyone, and all the officials were most cordial in every plant.

I am planning to go to Canton Monday, (and if there are no strikes, and not too many government representatives in the plants at the same time) finishing the same day, and returning to Cleveland at night, and going on to Toledo on Tuesday. Address Commodore Perry Hotel, Toledo.

If there are no handicaps, I should finish Toledo in a few days returning to Washington by the end of the week.

I am inclosing a letter from Dr. Abel Wolman, who is head of the Engineering Dept at Johns Hopkins, Director of the State Planning Commission, and head of the department of Physiological Hygiene which trains public health officials in industrial hygiene at the Johns Hopkins School of Hygiene. Dr. Wolman is on a number of important committees in Washington.

Interesting letter for Chief Clerk's Office.

Sincerely yours,

Emma F. Ward

files

STANDARD FORM No. 14
APPROVED BY THE PRESIDENT
MARCH 10, 1926

TELEGRAM

OFFICIAL BUSINESS—GOVERNMENT RATES

FROM Mary Anderson, Director

BUREAU Women's Bureau, Labor Department

CHG. APPROPRIATION Salaries and Expenses

U. S. GOVERNMENT PRINTING OFFICE 10—1723

MISS EMMA F. WARD
COMMODORE PERRY HOTEL
TOLEDO, OHIO

JUNE 22, 1942

IF WOMEN WORKING IN SMALLER OR OLDER OHIO PLANTS, YOU MIGHT FIND CONDITIONS LESS FAVORABLE. EXTENSION YOUR TIME PERMITS YOUR CONFERRING WITH DR. MCCORD, DETROIT AFTER TOLEDO VISITS BEFORE RETURNING HERE. KEEP US INFORMED WHERE TO REACH YOU. OUR DETROIT LABOR SUPPLY REPRESENTATIVE MRS. KATHLEEN JENNISON LOWRIE, 4317 GLENDALE, DETROIT.

MARY ANDERSON, DIRECTOR

NIGHT LETTER
MAP:ld

June 18, 1942

Miss Emma F. Ward
Goodrich House
1420 East Thirty-First Street
Cleveland, Ohio

My dear Miss Ward:

Mrs. Memmert has written that their records show only two firms in Pittsburgh with several cases of compensable dermatitis during 1942. In view of the fact that I will be going out to Sandusky, Ohio, soon, I will plan on a stopover in Pittsburgh to include these firms.

I hope you are having a pleasant time in Cleveland.

Sincerely yours,

Margaret T. Mettert
Associate Industrial Economist

MTM:ld

June 19, 1942

Miss Emma F. Ward
Goodrich House
1420 East Thirty-First Street
Cleveland, Ohio

My dear Miss Ward:

I am glad to tell you that in conference yesterday with the director of the Wage-Hour Division, it was agreed that they will allow us to keep your services for another month at this time. This being the case, I suggest that you continue with Toledo as planned and then go to Canton, taking the Timken Roller Bearing Company which was originally on our list.

Please keep us informed as to where you will stay in Toledo and in Canton so that we can communicate with you. The chances are that after that you may be joining Mrs. Mettert in the Pittsburgh area, but we shall have to let you know about that when War Department authorization comes through.

I suggest that you send in your schedules to us immediately at the close of visits in each town so that we can keep them in hand currently.

Please send us at once the schedules for the four Philadelphia plants visited, parts of schedules you have on two Baltimore plants, the schedules taken in Cleveland, and reports from any other interviews you may have had there. We are glad to receive the material sent us from New York and Cleveland.

Sincerely yours,

Mary Anderson, Director

AIR MAIL

MEP:ld

June 13, 1942

Cleveland Ordnance District
1450 Terminal Tower Building
Cleveland, Ohio

Gentlemen:

The Women's Bureau has been asked by Dr. Rudolph Sievers of the Division of Industrial Hygiene of the Public Health Service to decide whether women can be employed successfully in occupations in the manufacture of TNT.

In order to make such a determination it will be necessary to study the occupations in a representative plant. For this purpose I request permission for Mrs. Margaret T. Mettert of the Women's Bureau Research Division to visit the TNT plant operated by the Trojan Company at Sandusky, Ohio.

Sincerely yours,

Mary Anderson, Director

MTM:ld

CROSS REFERENCE SHEET

Name or Subject Mr. Vito Lazzaro, Jr.
Methods Engineer,
Scovill Manufacturing Co.
Waterbury, Conn.

File No. DEFENSE GENERAL

Regarding Information on women's jobs in metal trades etc.

Date May 19, 1942

SEE

Name or Subject Scoville Manufacturing Co.

File No. 327

File cross reference form under name or subject at top of the sheet and by the latest date of papers. Describe matter for identification purposes. The papers, themselves should be filed under name or subject after "SEE."

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May 22, 1942

Mr. W. E. Woodworth
County Guidance Director
Vocational Extension Board
90 Main Street
Cooperstown, N.Y.

My dear Mr. Woodworth:

I have your letter of May 16th, and I believe the trade directories in your public library are the most complete source of information on parachute firms. We are unable to help you as to whether women are being taken on at present, in such plants. The U. S. Women's Bureau is not the Government agency which is in charge of information on employment needs in the various industries in specific localities - that is the work of the U. S. Employment Service (branches are located in Little Falls and Herkimer, as you probably know). We follow as closely as we can the current employment trends for women, but we do not know what the day-to-day picture is for any one area or for any particular plant.

The Navy Yards have been employing women in manufacturing parachutes, and in making flags and insignia. I suggest you write the offices in New York City, Boston, and Philadelphia, Civil Service Districts for details as to their own situation.

Women experienced in needlework are employed in the Quartermaster Depot at Philadelphia.

Sincerely yours,

rfn
ec

Mary Anderson, Director

Otsego County Vocational Extension Board

GUIDANCE DEPARTMENT

NATHAN C. SOUTHWORTH, Chairman
JOHN E. WILCOX, Secretary-Treasurer

90 Main Street
COOPERSTOWN, NEW YORK
PHONE 110

W. E. WOODWORTH
Director

WOMEN'S BUREAU
MAY 20 1942
DEPARTMENT OF LABOR

May 16, 1942

Miss Mary Anderson
Director
Women's Bureau
U. S. Department of Labor
Washington, D. C.

Dear Miss Anderson:

There are several women in this area who are skilled in needlework and would like to apply for jobs in plants making parachutes.

Could you send me the names and addresses of several in the East that make parachutes and might be employment possibilities for these women?

Very truly yours,

W. E. Woodworth

W. E. Woodworth
County Guidance Director

WEW/d

May 20, 1942

Mr. Roland H. Gray, Resident Manager
Goodyear Engineering Corporation
Hoosier Ordnance Plant
Post Office Box 88
Louisville, Kentucky

My dear Mr. Gray:

A request has come to the Women's Bureau for information concerning rates of pay for experienced sewing machine operators in some war industries in Indiana. Perhaps you remember that Miss Wolfe and I obtained information concerning the range of rates being paid for different types of work in the Hoosier Ordnance Plant from you and Mr. Blythe last December.

Since any hourly rates given out by our Bureau for experienced bag sewers in Indiana could no doubt be identified as coming from your firm, even if the name is not mentioned, we should like to know whether you have any objection to such information being released. We are interested only in rates paid in the inert department. If you do have objections, please do not feel obligated to give your consent. While the release of the information would be very helpful, it is the policy of the Women's Bureau not to give out data concerning an individual firm without the approval of that firm.

On the basis of the data received last December, we presume that the prevailing rates for experienced sewing machine operators would now be from 48 to 52 cents per hour. However, we should appreciate your correcting this statement, as of a recent date, if it is necessary.

A franked envelope, addressed to Miss Isadore Spring, head of the Women's Bureau's statistical section, is being enclosed for your reply.

Miss Wolfe and I both appreciated the many courtesies extended to us during our visit to the Hoosier Ordnance Plant and have found the information we obtained very useful.

Sincerely,

Martha J. Ziegler,
Field Investigator.

MJZ
Inclosure
MNG

May 6, 1942

Miss Elisabeth Christman
Hotel Van Cleve
Dayton, Ohio

My dear Elisabeth:

In response to my telephone call to the Electrical, Radio and Machine Workers of America trying to locate Mr. Emspak or Mr. Matlis, Mr. Ross Nixon telephoned this morning. He has charge of the relations of the Union with the War Labor Board. He stated that the grievances of the women were now before the Detroit General Motors Union Board. While he did not agree with Mr. Kirstein that this matter could not come before the Panel this morning, he did agree that because the case was on the wage increase to bring it up formally might not get good results. He agreed that a thorough factual study of the situation was imperative. To this end I have asked Margaret Kay Anderson who happened to go to Dayton on personal business to confer with you and to make a complete analysis of the work women are doing, similar work done by men or which has been done by men within the last three months.

I am suggesting that she ask the plant and the Union to name someone to go with her and to give her the right to question foremen and girl workers at their jobs. With this data on hand we can either go before the Detroit group or before the Washington group, if necessary, with this as our major objective.

Of course, if the matter can be cleared in Detroit, it will save time. However, it may have a wider influence if it does come before the Labor Board and a national policy is developed. To this end I think it is well to work with the girls for representation in their own organization so that they may present their case effectively at the right time and place.

A letter is going to Margaret Kay Anderson on this same mail.

Sincerely,

Bertha M. Nienburg,
Assistant Director

BMN:LW

Files
Welfare

NATIONAL HEADQUARTERS
SELECTIVE SERVICE SYSTEM
21ST STREET AND C STREET, N. W.
WASHINGTON, D. C.

WOMEN'S BUREAU
MAY 7 - 1942
DEPARTMENT OF LABOR

IN REPLYING ADDRESS
THE DIRECTOR OF SELECTIVE SERVICE
AND REFER TO NO.

Wednesday

My dear Miss Anderson—

Thanks very much for your courtesy in sending me the material from the Women's Bureau—

Very cordially yours
Edward A. Fitzpatrick
(Lt. Col. Spec. Res.)

To Miss Mary Anderson
Washington D.C.



May 2, 1942

Memorandum

To: Miss Jane Sievers, Rubber Division
Office of Price Administration

From: Margaret T. Mettert
Associate Industrial Economist

Subject: Occupations in which women workers require rubber footwear

The following listed occupations require waterproof footwear:

Meat packing
Operatives in washrooms of laundries
Charwomen in factories and buildings
Fish and shellfish canning
All outside work such as:
- Farm labor
- Truck driving and delivery work
- Canvassers
- Filling station attendants
- Messengers (e.g., telegraph offices)

Women in factories having cement floors or slippery floors often find it advisable from the point of view of preventing fatigue, to wear shoes with heavy crepe rubber soles.

All women who go to work will need sufficient waterproof footwear to go to and from work in bad weather. Illness and absenteeism will be increased if such provision is not made.

MTM:ld

U. S. DEPARTMENT OF LABOR

WOMEN'S BUREAU

To—		From—	Re Attached Please—
	Anderson.		Approve
	Nienburg.	✓	Comment
	Larrabee.		Note
	Benham.		Note and return
	Best.		Reply
	Erickson.		Draft of reply
	Files.		Signature
	Hyde.		Would like to discuss
	Manning.		File
	Mettert.		
	Pidgeon.		Date
	Robinson.		Note: Mrs. Schafer:
	Smith, F.		
	Spring.		To Keep
	Steel.		
✓	Stitt.		

OPO 14—3769

until all replies are in. Then to complete

Miss Stitt wants all these letters kept together. They are all on the subject of rotation of shifts for women.

April 28, 1942

SUMMARY OF REPLIES TO WOMEN'S BUREAU LETTER ON SHIFTS

Women's Bureau Questions

1. Did not make clear that the shift meant was that including hours between 10 p.m. and 7 a. m. Some replies therefore referred rather to the second or evening shift.

2. Used the term "bi-monthly" when apparently "semi-monthly" was meant, so some replies interpreted one way, some another.

Summary of Replies

1. (Textile) Monthly

Steady employment at night detrimental to the health of workers because they seldom get sufficient sleep during the day.

2. Christman, National Women's Trade Union League - Bi-monthly

"Every worker should take a turn at the night shifts."

3. Amalgamated Clothing Workers - No vote.

4. United Rubber Workers of America - Permanent (no rotation)

1. Change of eating and sleeping habits difficult.
2. Hard to care for children and harder still to get any one else to care for them.

5. United Electrical, Radio and Machine Monthly

Better from view of recreation, home and social life, transportation and sleeping habits.

6. International Ladies Garment Workers Union

Votes -			
	(1)	No night work -	50
	(2)	Permanent -	35
	(3)	Bi-monthly -	15

"Once a person gets used to a certain routine, he does not mind it as much."

CHILDREN'S AND COTTON DRESSMAKERS' UNION
LOCAL 220
INTERNATIONAL LADIES' GARMENT WORKERS' UNION
34-36 ~~PARK PLACE~~ William St.,
NEWARK, N. J.
Phone MArket 3-5326
SADIE REISCH, MANAGER

38
WOMEN'S BUREAU
DEPARTMENT OF LABOR

March 6th, 1942

Mrs. Mary Anderson, Director,
Women's Bureau,
U.S. Department of Labor,
Washington, D.C.

Dear Mrs. Anderson,

I am very sorry for the delay in my reply to your letter of February 16th. It was due to my absence from the office for several weeks. In regard to your question concerning rotation of shifts for women in war industries, I have had a meeting with close to a hundred women and we had a lengthy discussion on that question. Surprisingly enough, after a vote was taken, fifty voted against the midnight shift altogether inspite of the bonuses and the shorter hours, thirty-five voted for a permanent shift, and the balance of about fifteen for bi-monthly rotation. All these opinions were given with health hazards in mind.

Women who were opposed to the midnight shift gave the following as their reasons:

1. Those who had no husbands or children old enough, were afraid to leave their younger children alone at night.

2. Some had husbands already on a midnight shift, and were afraid that this arrangement might interfere with the care of the household and children since there would be no one at home at night.

3. Some claimed fear of getting up and walking out at that hour of the night.

4. The majority felt that a midnight shift for women would produce a general nerve-racking condition and that production would suffer as a result of this.

A great many felt that the industry would benefit more by monthly rotation which might not have such a bad effect upon the health. It seems that once a person gets used to a certain routine, they do not mind it as much. Then, too, the old argument of women having two or three jobs was raised, for it has been proven unsatisfactory for women to work at night when they must care for the house during the day.

(over)

CHILDREN'S AND COTTON DRESSMAKERS' UNION
LOCAL 220
INTERNATIONAL LADIES' GARMENT WORKERS' UNION
34-38 William St.,
NEWARK, N. J.
Phone MArket 3-5326
SADIE REISCH,
MANAGER

38

WOMEN'S BUREAU
MAR 7 - 1942
DEPARTMENT OF LABOR

I hope that this information will aid you in your research. Do not hesitate to write should you lack certain information which I might be able to supply.

Sincerely yours,

Sadie Reisch

Sadie Reisch, Mgr. RG

SR:RG
OEU
#19846

Membership Activities Department

AFFILIATED WITH THE CONGRESS OF INDUSTRIAL ORGANIZATIONS

UNITED ELECTRICAL, RADIO & MACHINE WORKERS of AMERICA

JAMES McLEISH, PRESIDENT
RUTH YOUNG, DIRECTOR

DISTRICT FOUR
592 FULTON STREET
BROOKLYN, N. Y.
STERLING 3-1368

WOMEN'S BUREAU
MAY - 1942
DEPARTMENT OF LABOR

March 6, 1942

Miss Mary Anderson,
Director Women's Bureau,
United States Dept. of Labor.,
Washington, DC

Dear Miss Anderson:

At a meeting attended by a group of girls, who represented a very good cross section of women employed in our industry, we conducted a poll in regard to the question of the night shift.

The opinion of the majority of the girls was that, a monthly rotation would be better from the view point of recreation, home and social life, transportation and sleeping habits.

A few girls thought, and strangely enough for the same reasons, that a weekly change would be better.

These are the opinions of the most active girls in the East and should be fairly indicative of the general trend of thought.

I will write you later and let you know about the action taken on the Conference procedure.

Fraternally yours,
Ruth Young
Ruth Young, Director
Membership Activities.

uopwa/16

Women's Bureau
U. S. Department of Labor
Washington

February 16, 1942

A firm wishes to use women on three shifts. The midnight shift will pay a bonus or be somewhat shorter than the eight hours of the first and second shifts.

	Check Yes	No
Should shifts be permanent	Yes	
or should rotation occur monthly		
bi-monthly		
weekly		

Give reasons for your judgement on this matter.

My main reason for having permanent shifts is their health. If a person changes their eating + sleeping habits even for a few days their whole system gets torn up to such an extent that some time they even have to go to an Dr.

Then they can get their work at home regulated much better especially if they have children. If they work rotating shifts it is hard to take care of children properly + harder still to get any one to come in + take care of them.

Mrs Grace Hines. U.R.W.A.

Women's Bureau
U. S. Department of Labor
Washington

February 16, 1942

A firm wishes to use women on three shifts. The midnight shift will pay a bonus or be somewhat shorter than the eight hours of the first and second shifts.

	Check Yes	Check No
Should shifts be permanent	.....	....X....
or should rotation occur monthly	.....	.....X...
bi-monthly	...X.....	.....
weekly	.....	.....X...

Give reasons for your judgement on this matter.

Every worker should take a turn at the night shifts. I feel that the last shift should be shorter - and pay a bonus because day and earlier shifts are preferred. This is an opinion I have often heard expressed.

2/27/42

Elisabeth Christman
Secretary-Treasurer
National Women's Trade
Union League of America

WOMEN'S BUREAU
FEB 28 1942
DEPARTMENT OF LABOR

Women's Bureau
U. S. Department of Labor
Washington

February 16, 1942

	Check Yes	No
A firm wishes to use women on three shifts. The midnight shift will pay a bonus or be somewhat shorter than the eight hours of the first and second shifts.		
Should shifts be permanent	.....	.....
or should rotation occur monthly	.....	.....
bi-monthly	.....	.....
weekly	.....	.....

Give reasons for your judgement on this matter.

We have no such thing as double or triple shifts in the clothing industry. Therefore the situation in our industry does not require any special attention as far as the women are concerned. All workers work during the day on an eight hour basis.

DOROTHY J. BELLANCA
AMALGAMATED CLOTHING WORKERS OF AMERICA

EMIL RIEVE
General President

GEORGE BALDANZI
Executive Vice-President

WILLIAM POLLOCK
General Sec'y-Treas.

RHODE ISLAND OFFICE

Textile Workers Union of America

Affiliate of the C. I. O.

ALBERT G. CLIFTON
STATE DIRECTOR

20 OLNEYVILLE SQUARE
PROVIDENCE, RHODE ISLAND

TELEPHONE
WEST { 2728 / 2674

February 28,1942

Miss Mary Anderson
Director,Women's Bureau
U.S.Department of Labor
Washington,D.C.

Dear Miss Anderson:

You wrote me on February 16 on rotation of shifts for women workers. I have filled the questionnaire you sent and am enclosing it. I think it is difficult to make a general statement about the matter. Where shifts have been permanently established it is not easy to get workers to change over to rotating. I think adjustments have to be made according to local situations.

Your question refers undoubtedly to war industries other than textiles. However, the following observations may be of some interest to you: Some of the large synthetic yarn plants rotate a first and second shift in departments where women are employed - alternating every other week. This method maintains good operating effeciency. I believe this has always been the practice in these particular plants. I have never heard any serious objections to the plants where rotating morning and afternoon shifts is an established practice.

We tried to institute the practice of retating daytime and afternoon shifts in departments employing women and girls in a rayon plant in Connecticut. There was a particularly heavy labor turnover on the second shift resulting in extreme inefficiency. In spite of a 15% bonus payment for afternoon shift work we were unable to get the regular day-time workers to agree to rotate.

Shifts are permanent in other branches of textiles, as you know. Women employed on the second and third shifts here in R.I., working out of economic necessity, accept their regular shift work with little complaint. Many married women prefer the second shift - it permits them to tend their children and to do their housework.

Where shift work has to be done I think rotating on a monthly basis is the fairest and most effieient way.

Sincerely yours,

Elizabeth Hard

248

Women's Bureau
U. S. Department of Labor
Washington

February 16, 1942

A firm wishes to use women on three shifts. The midnight shift will pay a bonus or be somewhat shorter than the eight hours of the first and second shifts.

	Check Yes	Check No
Should shifts be permanent	.....	...No.....
or should rotation occur monthly	yes	.....
bi-monthly	.....	.....
weekly	.....	.....

Give reasons for your judgment on this matter.

Shifts should not be permanent: I believe steady employment on afternoon or night shifts to be detrimental to the health of women workers. Workers on a night shift seldom get suf - ficient sleep during the daytime. The countless hours spent in household duties, care of children in addition to those spent in the plant on steady afternoon or night shift are not conducive to either health or efficiency.

Monthly rotation permits of more regular living than weekly rotation.

April 20, 1942

Mr. George J. Toles
Coordinator for Industry
National Defense Training Program
Board of Education
Buffalo, N.Y.

My dear Mr. Toles:

I have your letter of April 15th, and we have sent you under separate cover material we have issued on women in war industries (excepting those reports you state you already have received). If further copies are wanted, we shall be glad to supply them. We are listing you to receive our future material as well.

I am very interested in your statement that you are finding the training of women in machine-parts inspection a success. I remember that even at the time of the last war it was untrue to say that women do not have mechanical ability. But it was true that women do not have mechanical training, - nor have they in their youth been "exposed" to the repair jobs of a mechanical nature around the home that give so many boys a sense of familiarilty with simple mechanical occupations.

Sincerely yours,

rfn
cc
enc. see original letter for material sent.

Mary Anderson, Director

BOARD OF EDUCATION
BUFFALO
NEW YORK

MARTIN H. KUEHN
DIRECTOR
NATIONAL DEFENSE TRAINING

ROBERT T. BAPST
SUPERINTENDENT OF SCHOOLS

April 15, 1942

Miss Mary Anderson, Director
U. S. Department of Labor
Women's Division
Washington, D. C.

Dear Miss Anderson:

We are very happy to be able to inform you that Buffalo Defense Industries are now vitally interested in training women for both their immediate and future needs.

Mr. Frank Griffin of Labor Supply, now working with us in Buffalo, made a study of the different surveys you so kindly furnished us with, after which he recommended strongly that we secure additional information which he believes you will be able to furnish. Toward this end may we ask you to kindly favor us with copies of all surveys your department has made with the exception of the following:

WOMEN'S FACTORY EMPLOYMENT IN AN EXPANDING AIRCRAFT PRODUCTION PROGRAM

THE EMPLOYMENT OF AND DEMAND FOR WOMEN WORKERS IN THE MANUFACTURE OF INSTRUMENTS - AIRCRAFT, OPTICAL AND FIRE-CONTROL, AND SURGICAL AND DENTAL.

THE EMPLOYMENT OF WOMEN IN CANADIAN GUN AND RIFLE FACTORIES

INCREASE IN WOMAN EMPLOYMENT 1914-1918 AND OCCUPATIONS OF WOMEN IN DEFENSE INDUSTRIES.

WOMEN AVAILABLE FOR DEFENSE WORK

You will be interested to learn that we are meeting with most gratifying success in training women in Machine Parts Inspection for which there is a great demand.

Please be assured that this data will prove most helpful.

Yours very truly

George J. Toles
Coordinator for Industry
NATIONAL DEFENSE TRAINING PROGRAM

GJT:DCB

U. S. Prepares to Register Millions Of Women for War Work on July 4

By Cecil B. Dickson

(Copyright by the Chicago Sun)

Womanpower is manpower.

The unused womanpower of the United States is the greatest war reservoir of the Nation's manpower still untapped.

It will be mobilized at the end of this year for war work.

President Roosevelt soon will issue a call on the women of the Nation to voluntarily register and join America's labor force.

July 4, Independence Day, is being projected as the registration date.

Under the shades of Betsy Ross and Molly Pitcher, the plan is to have American women march to the registration places to rededicate Independence Day by offering their services in the "War of Survival."

Secretary of Labor Frances Perkins said yesterday:

By next year it will be necessary for us to mobilize women as well as men for factory work."

Ten million American women now are gainfully employed.

A million of them are in war industries. This is double the number at work in plants prior to Pearl Harbor December 7.

Each day new doors are opened for willing workers.

By the end of this year, Secretary Perkins predicted, two to three million of the 15 million workers in war industries will be women.

More Needed Next Year

They will take the places of men called to the armed forces and fill new jobs created by the war program.

But more will be needed next year. The official estimate is that four million women will be on war jobs in 1943.

There are 42 million American women between the ages of 18 and 65, the Census Bureau estimates.

Labor Department experts say there are 10 million housewives and single women who can be drawn into war production.

The Army and Navy will want 300,000 of the best of them for their auxiliary services now in the process of creation.

Potentialities of the women augmented "labor force" of the Nation are untold.

Thanks to the Girl Scouts, the Campfire Girls, women's organizations, the Nation's sunny beaches, high mountains and broad plains, health promoting schools and new freedom of women in the past two decades, the American woman of today is a taller and stronger person than she was in World War I. She is better able to do a man's job.

"The women of today are no more patriotic, nod more heroic, than the women of yesterday," said Mrs. William P. Hobby, the "first lady" in the Nation's modern army—the chief of the women's interest section. "But today's total war places new demands on women and finds a new woman eager and ready to meet these demands—in field and factory; in hospital and arsenal; in clinic and club."

Mrs. Hobby, prominently mentioned as the commander of the woman's army auxiliary corps, which Congress will finally authorize soon, said a 150,000 picked women would be selected for service to relieve that many fighting men for combat duty.

"The tasks that might be transferred from men to women include duties in the laboratory and library; in the kitchen, the bakery and the laundry; duties at the typewriter, the telephone and radio and work with the aircraft warning service," she said.

Another bill awaiting final action in Congress is that creating the women's naval auxiliary, similar to the yoemanettes in World War I. But this time, the women in the Navy will have broader duties. They will work in hospitals, shore stations, with aircraft units and other places where they are needed to relieve 150,000 trained sailors for sea duty.

Thus 300,000 American women will represent 300,000 fighting men. It means doubling that much combat strength, when the Nation's available male manpower is exhausted.

But back of these will be millions of women who will go from their homes to work in mill and factory, in shores, hospitals, clinics and in the fields to take the places of brothers, husbands and sons in uniform.

Working Efficiently

In preparing for the great influx of women into war industries, Secretary Perkins had a survey made to see what women can and are doing.

"This survey reveals that women are working efficiently on war orders ranging from textiles to the heavier metal trades," Miss Perkins said. "They have a high record for inspection, assembly of small parts, soldering, filing and other bench work.

"Women soon learn to make careful adjustments at high speeds with great accuracy. With proper training they learn to work to precise tolerances, as fine as ten-thousandths of an inch.

"In fact, women can do practically any kind of work that is not beyond their physical strength. They have proved their ability to operate many kinds of machines, some requiring considerable skill; for example, punch presses, drilling and milling machines, lathes, grinders, polishers, and so on.

"Another important type of war production for which women seem especially suited is the making of military instruments—those for aircraft and for medical units, and the optical and fire-control instruments."

In a checkup of womanpower, the Census Bureau found in round numbers:

Two million five hundred thousand 18 and 19 years old; 11,500,000, 20 to 29; 10,500,000, 30 to 39; 8,500,000 from 40 to 49; 6,500,000, 50 to 59 and 2,500,000 from 60 to 65.

For "Front Lines"

"Additional workers required for the war effort must be drawn mainly from the 28,700,000 women engaged in their own home housework, and especially from those in urban and rural nonfarm areas," said J. C. Capt, director of the census.

Capt said most of the farm housewives would have to remain on their jobs, especially since their daughters already are going into the cities to get jobs vacated by men going into the armed services.

Def 1st
Eddy

April 17, 1942

To: Miss La Dame

From: Mary Anderson

Attached is a statement agreed to at a meeting called by the United States Employment Service on April 16, at which the Women's Bureau was represented.

Copies of Statement
also sent to: Perkins
Robinson
Stitt
~~Hyde~~
copy shown to Hyde

Federal Security Agency
Social Security Board
Washington

In reply refer
to File No. 13:D

C
o
p
y

April 8, 1942

Bureau of Employment Security

Miss Mary Anderson
Director, Women's Bureau
Department of Labor
Washington, D. C.

Dear Miss Anderson:

As you know, serious consideration in many quarters is being given to the problem of mobilizing the women of this country to assist in the prosecution of the war effort. A number of proposals have been made for the registration and enrollment of women in large numbers for war work of various kinds.

The United States Employment Service of the Social Security Board, which has the responsibility for the recruitment and placement of men and women for war production, has been carefully reviewing the situation with respect to the use of women in the labor market in order to arrive at a sound policy to guide its recruitment and placement activities. In so doing, we should appreciate very much having your advice and assistance. For this purpose we should like to ask you to meet with officials of the United States Employment Service on Thursday, April 16, to consider what appropriate action might be taken.

Enclosed is a brief statement posing the salient questions which have arisen in connection with the place of women in the war effort and summarizing some of the information already available to us. Enclosed also are two charts presenting graphically some of the salient facts. More detailed information will, of course, be available for your consideration at the meeting.

The meeting will be held in Room 711, 1712 G Street, N. W., at 10:30 a.m.

Very sincerely yours,

(Signed) John J. Corson

John J. Corson, Director,
United States Employment Service

Enclosures 3

NATIONAL LABOR SUPPLY COMMITTEE
SUBCOMMITTEE ON UTILIZATION OF WOMEN WORKERS

POLICIES AND PROGRAM FOR INCREASED UTILIZATION OF WOMEN WORKERS

Tentative Statement - December 1941

The President has stated that the policy of this Government is to speed up all existing production by working on a seven-day-week basis in every war industry. Under the greatly expanded production program now required, it is essential that all labor resources be utilized to their maximum efficiency. This involves calling on numbers of women to work on the production of war materials. To put these women to work rapidly and effectively in their country's service, the following are steps for action:

1. A voluntary registration of women willing to enter war industries.
2. An immediate inventory of women now available for war production.
3. Immediate establishment of training for women under the Defense Training Program and Training-Within-Industry Program.
4. Creating and developing the suitable conditions of work that experience has proven necessary to secure maximum production with women workers.
5. Assistance and direction through the Labor Supply Committees to carry out a program for the employment of women in war production.
6. If necessary a compulsory registration of all women legally qualified to work in industry and/or perform other essential war services.
7. The sub-committee on the utilization of women workers should immediately review any legislation now written on compulsory registration of women and consult with government agencies who would be part of such a registration should one be necessary in the course of the war period.

I. REGISTRATION, CLASSIFICATION AND PLACEMENT OF WOMEN

It shall be the function of the United States Employment Service of the Bureau of Employment Security to register, classify and place women workers where they are needed. The following are necessary to initiate a program of increased employment of women:

a. The National Labor Supply Committee should direct the Regional Labor Supply Committees and the U.S.E.S. to immediately conduct an inventory of available women workers in local employment service offices.

b. The Labor Supply Committee should direct the Employment Service to notify all placement officers to place women as rapidly as possible in particular industrial jobs for which they are experienced and otherwise fitted.

c. To measure the need for women workers and the success in providing them, all Employment Service labor market analyses, reports of activities should be fully broken down by sex, including (1) Employers' reports as to number of workers to be hired and to be laid off; as well as (2) Agency reports on workers registered for certain job categories and placed in certain jobs. (The Bureau of Labor Statistics should be called upon to revise its monthly reports on employment to include a break down by sex.)

d. The U.S.E.S. is to make available immediately and distribute widely the list now underway of occupations suitable for the employment of women supplemented by the industrial studies now available through the Women's Bureau of the Department of Labor.

e. The Regional Labor Supply Committees should be directed to call employers' attention to the use of women in their plants before engaging in recruitment of labor outside the local labor market area. This action is to be taken immediately in stringency areas.

II. TRAINING WOMEN WORKERS

The Defense Training Program and the Training-Within-Industry Program should be geared immediately and take steps to include women in the training courses and in the plants.

The Labor Supply Committee now should call upon each of these agencies to develop a broad and specific program to give industrial training to greatly increased numbers of women as rapidly as possible. The sub-committee on utilization of women workers is clear in its position that women should not be given training separate from men and that there is no need for establishment of new facilities or new training techniques.

The Labor Supply Committee should call upon the U.S.E.S. to not discriminate in referral of women trainees to training courses.

The Labor Supply Committee should call upon the U. S. Office of Education to request the vocational school authorities to not discriminate in acceptance of women trainees.

III. CONDITIONS OF EMPLOYMENT OF WOMEN

The Labor Supply Committee will hold the Women's Bureau responsible for a war program covering the creation, development and maintenance of conditions of work for the effective employment of women.

These responsibilities shall encompass (1) fair and equitable wage rates and hours, during the war period, (2) advising and aiding employers in establishment of necessary plant facilities, health and safety factors for the effective employment of women (3) working closely with the Labor Supply Committee on labor relations in connection with the expansion of employment of women in war production (4) advising and working closely with Labor Supply on housing, dormitories, and living quarters for women workers.

IV. BASIC PRINCIPLES REQUIRED FOR MAXIMUM PRODUCTION

Most fundamental of the principles that experience has shown to be essential if maximum production is to be secured with women workers are the following:

a. Full use of local labor supply must be accomplished before recruitment from outside the local area takes place.

b. The wage rate must be fixed for the job, regardless of the workers' sex. Not only does this assure efficiency in the individual worker; it also is indispensable in maintaining a high group morale, something exceedingly important to secure peak production.

c. Excessively long hours of work spell declines and not increases in production.

d. Full compliance with Federal and State labor laws is important. These laws have been adopted on the basis of long experience as to the best conditions, which in the end will be the most productive. The laws themselves ordinarily provide means for meeting particular emergencies if some exception should be imperative. Where it is necessary to amend present State laws governing employment of women, every precaution should be taken to limit the changes to the war period.

e. Proper plant conditions relating to sanitation, safety, and other features to maintain health and efficiency of the workers.

V. FIRST STEP IN EXECUTION

The sub-committee on utilization of women workers requests that the Labor Supply Committee approve the calling of a meeting in Southern California of industrialists, labor leaders and the area labor supply committee to work out a program and agreement for the full use of local labor supply, including women, in the war plants in that already stringent region.

In view of the need for immediate development of an orderly labor market procedure, accepted by all concerned, in this vital area, this sub-committee urges that the date for this meeting be set for not later than the second week in January 1942, and that plans be prepared to carry out a complete program for this strategic area. Large mass migration is disrupting, creates chaos. This type of situation is highly undesirable at this time. The groundwork for such a meeting has already been laid.

Submitted by the sub-committee.

Miss Mary Anderson

Miss Thelma McKelvey

Mrs. Nelle Miles

April 6, 1942

QUESTIONS TO BE CONSIDERED IN THE UTILIZATION OF WOMEN IN THE WAR EFFORT

The demands of the war program will call for an increase in the number of war workers from 7 million in January of this year to 17½ million by January 1943. Seven of the 10½ million additional war workers will be supplied through the conversion of plants and workers (including presently employed women workers) to war output, leaving 3 million new workers to be drawn into war work from other sources.

1. <u>To what extent will the demand for 3 million new workers in 1942 be met by women?</u>

   a. In the two years 1940 and 1941, men were reemployed at a much more rapid rate than women. The active file of men declined by 48 percent, whereas women applicants declined by 13 percent.

   b. In February 1942, there were 4.0 million persons in the active file of the Employment Service--3.5 million men and 1.4 million women, or 70 percent men, 30 percent women.

These facts suggest that men will continue to be hired during 1942 at a more rapid rate than women as long as they constitute such a preponderate proportion of the total available supply. At the highest, no more than 2 of the 3 million additional workers needed in 1942 will be women. By the end of 1942 the rate of hiring of women may begin to exceed that of men; the heaviest demand for women will probably occur in 1943.

2. <u>What are the current demands for women in war industries?</u>

   a. In January 1942, over 12,000 war industry establishments reported to the Bureau of Employment Security that they expect to hire 676,000 additional workers by June 1942. In a special survey on the hiring of women in these occupations, employers reported that 68 percent of the anticipated hires are in

occupations in which women are not employed and would not be employed. Only 20 percent of the hires are in establishments in which women are currently employed in these occupations, and less than 12 percent of the hires are in establishments which do not but will consider employing women in these occupations. In terms of number of openings, only 214,000 of the 676,000 anticipated hires, or 32 percent are in establishments which now employ or will employ women in these openings.

3. In what industries are the current prospects for the employment of women greatest?

a. In terms of the proportion of hires in each industry, the largest proportions of hires open to women are in the ammunitions, electrical machinery, rubber products, nonferrous metal, sighting and fire control equipment, and the aircraft industries.

b. In terms of the number of openings, the largest number of hires in establishments willing to employ women are in the ammunition, aircraft, and electrical machinery industries.

	Anticipated hires in occupations		
	in establishments which now employ women	in establishments which do not now but will employ women	in establishments which do not and will not employ women
Aircraft	26,137	38,534	104,554
Ammunition except for small arms	22,029	6,483	24,198
Ammunition for small arms	23,728	3,002	16,891
Electrical machinery	19,949	5,737	16,656

c. The above figures on anticipated employment in war industries cover only direct employment in essential war industry manufacturing establishments. Reports on labor market developments indicate that women are replacing men in nonwar activities, as in trade, personal service and other nonprocess jobs, releasing men for direct war production. No statistical reports are available on this trend.

4. In what areas are the current prospects for the employment of women greatest?

a. There is no evidence that discrimination against the employment of women is localized by area. Geographic variations are due primarily to the industries found in each area and the hiring practices of the industries.

b. See attached list of cities currently employing or anticipating employing women in large numbers.

5. To what extent should women be trained for direct war production? To what extent should women be trained for nonwar occupations in order to release men for direct war production?

a. About 4 percent of the 591,000 preemployment trainees of the past seven months have been women; less than 1 percent of the graduates of supplementary training courses have been women.

b. Eighty percent of 676,000 anticipated hires in establishments employing women and 70 percent of the hires in establishments not now employing but willing to employ women are in unskilled and semiskilled occupations.

c. Of the 676,000 hires anticipated in direct war production industries 60 percent are in occupations requiring less than six months of training; 38 percent require no more than two months of training time.

6. To what extent should women be trained for occupations not normally pursued by them?

a. An almost unlimited number of occupations are suitable for women, and in many cases those jobs which are not, can be broken down into component tasks most of which can be performed by women after relatively short periods of training.

b. In the last war the proportion of women employed in leading war industries more than doubled. They were employed in a broad range of occupations, including even some requiring heavy manual labor. The greatest volume of employment of women occurred after the second draft of men.

7. To what extent and under what circumstances should the legal restrictions governing employment of women be relaxed? Which restrictions may be relaxed and what safeguards should be maintained?

a. Many States do not permit women to work after 9, 10, or 11 p.m., nor before 6 a.m.

b. In some States there are restrictions applying to the employment of women under 21 and in some the restrictions are fixed at age levels ranging down to 16.

c. Other legal requirements relate to the provision of rest-room facilities, ventilation, suitable seating, and other health requirements.

d. To date a number of States have amended various legal requirements including Connecticut, New York, Massachusetts, New Jersey, and Wisconsin.

Confidential

U.S. Department of Labor
WOMEN'S BUREAU

Confidential
April 16, 1942

Statement agreed to at a meeting called by the United States Employment Service on April 16, 1942, at which the W.B. was represented.

It is recognized on the basis of labor requirements for the war program that women are and will be one of the most important reserves of labor supply during the war period, and that the use of women in war production industries, agricultural production, food processing, and essential civilian work must take place increasingly to secure the fullest possible utilization of local labor resources.

To achieve an orderly induction of women into the labor market and subsequent training and employment where and when they are at present or will be needed, this group of women members of the Federal Advisory Council for Employment Security recommends to the Social Security Board and others responsible for the determination of policies governing manpower during the war period:

1. That in the absence of any widespread shortage of labor, a national registration of women at this time is not necessary. Recognizing, however, that increasing production and conversion of industry may eventually require a national registration of women, it is recommended that plans for such a registration be developed now to be applied on a local area basis or a nation-wide basis as the demand arises.
2. As a first step in the employment of women, those who are presently unemployed, or will be unemployed, due to conversion of industries, are to be given first opportunity for employment in the locality.
3. Increased effort should be made to induce employers and organized labor in shortage areas where labor shortages exist, to adopt such policies as will assure the full mobilization of women. In these areas the United States Employment Service should immediately take such steps as necessary to increase the availability of women for employment opportunities in the area.

4. Women are to be referred to defense training classes on the same basis as men.

5. State laws and regulations embracing the following basic principles should be preserved because they are essential to maximum production efficiency.

    a. Wage rates for women the same as for men, including the entrance rate.

    b. An eight-hour shift; a maximum forty-eight hour week, including the over-time; one day rest in seven; adequate meal and rest periods.

    c. Proper safeguards for health and safety.

6. Those responsible for the formulation and carrying out of major policies governing labor requirements should immediately assume the leadership in connection with the mobilization of women for war work. Such authority should develop plans for national and regional total registration of women, when such registration becomes necessary.

DETROIT-LELAND HOTEL

DETROIT, MICHIGAN

April 14-1942

Dear ~~Miss Anderson~~ and
~~Miss Nien Lucy~~;

Mrs Armstrong, organizer C10 electrical workers and Miss Dougherty, Industrial Sec. of Y.W. both from Dayton conferred with Miss Magee and me about the ~~Ohio~~ Conference for women. Undoubtedly Miss Magee's organization - Consumers League - will sponsor the meeting but the final decision on that will rest with her directors who will not meet until about 2 weeks hence. She seemed averse to having many sponsors due to time involved in getting consent of their various boards and also lest with others controlling the program might get out of hand. After much discussion Miss Magee seemed inclined to ask Consumers League to sponsor it in collaboration with with individuals of A.F.of L. the C.I.O., League of W.V. - ~~the~~ etc. - or she might name organizations as assisting in the program. In calling the meeting she would like several copies of the mimeographed report of our Jan. conference, hoping to show that the state plan is merely following the Federal plan as a natural and necessary outcome.

Next years legislature is on Miss Magee's mind and she hopes continuing committees may be the result of this conference. ~~They~~ She would rather have an action group than resolutions - in fact they hope to steer



OUR AIM IS TO RENDER SERVICE
A LITTLE MORE COMPLETE - MORE HOSPITABLE
MORE PLEASING - THAN EVEN THE MOST EXACTING GUEST EXPECTS

away from resolutions.

It seems to me her interest is primarily in standards - housing, working conditions. There is no question now about employment of women & recruiting is the job of the Employment Service, voluntary registration etc. Then the training groups are responsible for preparation & seem intelligently equipped for this. The weakness is housing recreation - etc and she fears letting down the bars of Ohio standards. She knows there will be pressure on the legislature next year to do this.

The timeliness of calling a meeting with agenda on the need of using and training women did not bear on her idea of the purpose for this conference although training would be considered in the panel discussions. However I urged her to have the meeting not later than May. It should be held in Columbus as it is easily accessible from most all parts of the State and it should be on a Sunday in order that workers could attend. And this is one of Miss Magee's chief aims — to get women members of the many trade unions to attend — as well as to have representation from other organizations but she does not want these others to dominate the meeting.

Her program would follow the plan of our conference but the program is not her worry as she has Ohio people to take over the leading roles. Her worry is to get the representative groups that she wants together — discussion groups. However she hoped the Womens Bureau would furnish basic data needed as background for the discussions.

Miss Magee's best informant in Columbus who was able to tell her where Mr Strain has been giving special privileges in the matter of hours particularly, has left Columbus - but she understands he is being more careful now and at least is investigating requests. Such investigations are not being made by local inspectors but from those in the Columbus office. No publicity is getting out now indicating extent or nature of these licenses - if they can be called licenses.

In the short time I was there I heard of 2 cases hoping for extension of hour and age restrictions. See my interview with Jernold Co - which had recently requested an extension of women's hours from 45 to 48. The other planning expansion into 3 shifts was faced with impossibility of rotating shifts because of the 21 year limit on night work and his older employees objected to the night shift - i.e. older in point of years & also of service.

Grinding restrictions will be another problem. I can see why Miss Magee wants a pressure committee to act as watch dogs over the state.

I saw Mr Keenan - Regional Director - who now is eager to know where 1000's of women workers are coming from. Very confidentially he told me he had just met with Cleveland Chamber of Commerce representatives & had begged them to quit working for more Government contracts in that area. The recent notice of Fisher Body

4. Development will strain the employment service.
In Cleveland increased employment of women is now being held up often because of lack of lead men.
Mr Keenan favors voluntary registration of women soon - before this talk about increasing work in Marion Akron Ravenna & Cleveland develops into a migration of workers into these places. He told me Detroit Veterans - or rather wives & daughters of vets have volunteered to make a door to door canvass of available woman power - It is in progress this week in Detroit & other towns in Mich.

The Thompson Products Co. in Cleveland seems to be the most anti union firm in that area. In spite of our reports & printed leaflets, it is a bad actor.

I enjoyed a Sat. luncheon meetings of the Junior discussion group - quite informal). Evidently it is sponsored by the Consumers League and will probably function as a feeder to the League - fine idea.

This is all for Cleveland
My next will be about Detroit
Sincerely
Caroline Manning

I hope I've made it clear that Miss Magee's conference ~~xxx~~ is to be a pointing up for such local situations that are of permanent importance - that it seemed to me a proper function for the Consumers League - especially as she is eager to put the work into it to make it a success & of continuing value. She is very eager to get union girls into the groups.

Permold Co.

Medina Ohio. (40 mi. from Cleveland, 20 nearer Akron)
Population 3000.

Mfg. aluminum castings.

Defense " " parts for bomber fans (etc)

Int. R.C. Hicks Personnel Director. (Phone)

Nos. employed 550 now — men only.

Future expansion depends upon getting another contract which would raise nos. to 3000.

Women employed, — none now. If big expansion did need 1000 women.

Present hiring of women complicated by Ohio State hour law 45 = for women + plant operates 48. Request to State Industrial Commission for privilege of extending hours of women still pending.

Plans for employment of women under present (act 48 hrs

Would like to employ 50 women, 48 hrs wk. !!

Occupations
1. Time keepers
2. Core makers
3. Filing
4. Inspection (visual)

Physical conditions at present bad for filing; due to location near hammers etc the noise is terrific. No other space available now. Could women stand the noise?

These above 4 would be chief occupations of women under expansion.

Training - in the plant on the job. not long time required for simple operations only.

Supply - Pickle factory only other industrial employment for women in Medina. This seasonal + poorly pd. so 50-75 women are eager to change to steady work. No plans in case of expansion to 1000 women.

4/14/42
E Manning

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

CLASS OF SERVICE

This is a full-rate Telegram or Cablegram unless its deferred character is indicated by a suitable symbol above or preceding the address.

WESTERN UNION

R. B. WHITE, PRESIDENT
NEWCOMB CARLTON, CHAIRMAN OF THE BOARD
J. C. WILLEVER, FIRST VICE-PRESIDENT

SYMBOLS

DL = Day Letter
NM = Night Message
NL = Night Letter
LC = Deferred Cable
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WASHINGTON DC APRIL 8 1942

MISS MARY ANDERSON

WOMENS BUREAU DEPT OF LABOR WASHDC

YOU ARE CORDIALLY INVITED TO ATTEND A CONFERENCE OF COMMUNITY LEADERS ON THE UNITED SERVICE ORGANIZATION UNDER THE AUSPICES OF GOVERNOR MCNUTT AT THE MAYFLOWER HOTEL, WASHINGTON SUNDAY APRIL TWELFTH. MORNING SESSION TEN FIFTEEN. LUNCHEON TWELVE THIRTY. AFTERNOON SESSION TWO THIRTY. NATIONAL LEADERS WILL ADDRESS THE MEETING. NO TICKETS NECESSARY.

R B WHITNEY, UNITED SERVICE ORGANIZATIONS.

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CROSS REFERENCE SHEET

Name or Subject Defense

File No. Defense General

Regarding Differences in Wage Scales of Men and Women at Picatinny Arsenal

Date March 31, 1942

SEE

Name or Subject Milton Sirota

File No. 327

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OFFICE FOR EMERGENCY MANAGEMENT

OFFICE OF DEFENSE HEALTH AND WELFARE SERVICES

WASHINGTON, D. C.

Director
FEDERAL SECURITY ADMINISTRATOR

MAR 24 1942

Dear Miss Robinson:

We are enclosing a copy of the Recommendations Concerning Facilities for Washington, D.C. growing out of the Conference held on February 18, 1942 in which you participated.

Sincerely yours,

Mark A. McCloskey

Mark A. McCloskey,
Director of Recreation

Miss Mary V. Robinson,
Director, Division of
Public Information,
Women's Bureau,
Department of Labor,
Washington, D.C.

Enclosure



Recommendations Concerning Facilities for Washington, D.C.
Growing out of the Conference held on February 18, 1942

A. Indoor Facilities

1. The use of existing and anticipated public schools.

a. In planning, the total metropolitan area must be considered and the survey and recommendations shall ultimately concern themselves within the District and in the various communities on the periphery of the District.

b. All contemplated schools should include in the design adequate facilities for community use, and the impact is such as to demand that these schools be utilized immediately upon completion for community use. This is necessary because of the inadequacy of existing facilities.

c. In our opinion there is need for the opening for community use and on a six-day basis all of the junior high schools and senior high schools in Washington, D.C. and such elementary schools as would be needed to augment the junior and senior high schools. Money should be made available for the additional facilities and such elementary schools as are necessary.

d. As the need develops in a given situation, use of school buildings should be extended to seven days. (There is no legal barrier to Sunday use.) The need for opening of some of these centers on Sunday should be considered and budgetary allowances made accordingly.

e. As an initial step to meet <u>acute and immediate needs</u> the endorsement of the deficiency and supplemental appropriation requested by the Community Centers and Playgrounds Department is recommended. This will include the following:

$34,500 as a deficiency appropriation to extend the present program from April 1, 1942 to June 30, 1942.

$261,000 for the fiscal year July 1, 1942 to July 1, 1943. This is a supplemental appropriation over and above the regular department budget in order to expand the present program in forty-two school buildings from a three-day to a six-day week.

f. In order to meet minimum demands the appropriation requested by the Community Centers and Playgrounds Department should be increased by 63,900 for the fiscal year July 1942 to July 1943 so that operation can be extended to include eight elementary schools in impact areas as well as all junior and senior high schools, and for the operation of programs in the 11 new schools proposed for construction under the Community Facilities Act immediately upon their completion.

g. As the needs increase, further supplementary appropriations should be requested.

h. It is futher recommended that an additional sum be added to the amount requested for personal services in the supplementary appropriation so that salaries can be raised to a standard which will permit the hiring of trained personnel.

2. Private Schools

There is some evidence of the lack of use of facilities attached to private, secondary schools, and colleges in the metropolitan area; more effective exploitation should be made of their use particularly in the summer. Budgetary allowances should be made for the necessary custodial fees and other costs for utilization of private school facilities.

3. Private Recreation Facilities

Private agencies are not operating greatly beyond their normal programs, two main reasons being the lack of sufficient staff and the lack of planning for the complete use of their buildings.

a. Exploitation of possible use of private clubs such as the Washington Women's Club, the University Women's Club, fraternal organizations, etc., for government employees and enlisted personnel.

b. Extension of use of facilities in churches for neighborhood use and sleeping accommodations for enlisted personnel. Sanitary and fire regulations have in some cases prevented fullest use; re-examination of such regulations seems advisable.

c. More effective planning for twenty-four hour non-membership use of existing private recreation agency facilities for both enlisted personnel and Federal government employees.

4. Use of Government Buildings

The following recommendations were made so that there might be fullest use of government buildings:

a. Request to Commissioner Reynolds for a list of available space which could be utilized for regular recreation or for special events. Requests for the use of any particular facility should be made to the Commissioner including a statement of the space wanted, specific hours desired, the group desiring the space, the sponsoring agency, and proposed use.

b. Overtures should be made to Commissioner Reynolds requesting extension of use of libraries, museums, etc.

c. Overtures should be made to Commissioner Reynolds concerning proper consideration of space for recreation and to facilitate the use of restaurant facilities for recreation purposes in Federal buildings.

d. In new Federal buildings under construction restaurant facilities and space for recreation should be provided.

5. Union Station

The President's offer of use of the Reception Suite for military personnel was greatly appreciated. Procedures for the operation and maintenance of this facility were launched under leadership of Mr. Wolter. Equipment, heat, and light for this center will total approximately $12,000 per year.

6. New Buildings

a. A recreation club for civilian men and women at 1759 R Street, NW., with expenditure of approximately $90,000. This facility is centrally located and is ideally set up for club and individual activities.

b. Anacostia - A type "D" building of permanent construction on park property near Bolling Field, and the Naval Reserve Air Base. Such a building would serve military population of these installations as well as the nearby emergency housing units. Construction would cost $75,000.

c. Type "A" building or equivalent for civilians located in the center of government office concentration. Estimated cost $150,000.

d. Type "D" building or equivalent for civilians in area adjacent to 15th and R Streets NW. Estimated cost $90,000.

7. Pre-school Facilities

a. Recommend that present legislation prohibiting the extension of education of infants younger than five years be rescinded to allow for education and care for infants between ages of two to five inclusive.

B. Outdoor Facilities

1. Outdoor facilities in the District of Columbia

a. That the proposed plan of facility improvements needed to replace recreation space facilities utilized for government buildings prepared by the Community Centers and Playgrounds Department be adopted as the first step in recruiting the needs. The total amount requested for these facilities will be $89,750. The recommended facilities and equipment listed are Federally owned property. (See Page 7, Exhibit I - A)

b. That the proposed plan of facilities and equipment to meet part of increased demands be adopted as the first step in meeting the immediate need. The total cost of these will be $365,000. (See Page 8, Exhibit I - B)

c. That beyond these appropriations there should be provided additional funds of approximately $125,000 for the following:

(1) Improvement of the C & O canal area immediately adjacent to Chain Bridge so that it can be used for outing activities - $50,000.

(2) Improvement of the District of Columbia parks so that shelters, toilet facilities, parking area, etc., can be provided at Ft. Dupont, Ft. Mahan, Ft. Kimble, and Ft. Hunt - $25,000.

(3) Improvement of Rock Creek Park - $25,000.

(4) Improvement of Glover Park - $25,000.

Further examination of the property adjacent to the junior high school, Washington Place NE, should be made so that the title to the land can be cleared. When the title is clear the ground and facilities should be developed for playground use.

2. Space and facilities immediately adjacent to Washington, D.C. useful for outdoor activities.

The fullest use of available facilities should be effected through improvement of facilities and in care of equipment and arrangements for transportation. The estimated cost of equipping and operating these facilities will be approximately $145,000.

For examples of such available areas see Page 9, Exhibit II.

C. Housing

Present housing programs contemplate the erection of a total of 34,500 family units, private and public, and approximately 15,000 dormitory and small apartment units for single persons. The breakdown is as follows:

20,000 family units - private construction

14,500 family units - Federal construction

7,500 apartment type units

7,500 dormitory units

Immediately planned and already approved by the President are 9,000 family units (4,500 demountable type), 3,400 in Arlington; 1,000 in Anacostia; 1,000 in Greenbelt; the remainder scattered. Also immediately planned and approved are 7,000 dormitory units on the McLean Estate, 7,500 apartment type buildings, 1,300 in Arlington; 800 on McLean Estate; 800 in Sutland; the balance, sites to be selected.

Recommendations

1. It is recommended that every consideration be given in selection of sites in proximity to existing recreation facilities. A representative of the Office of Defense Health and Welfare Services should be consulted at the time of site selection.

2. Cooperative planning is necessary between the housing agencies, the Board of Education, and the Board of Recreation so that schools built near the projects be suited for community use and so that community space on the project can be planned for use as soon as the project is completed, and adequate budgetary provision can be made by the respective agencies for this purpose.

3. All programmed family units should meet the minimum requirements of outdoor and indoor community space approved by the Federal Works Administrator, 2/10/42. (See page 10, Exhibit III)

4. It is felt that basic equipment for community space should be provided by the housing agency; the operating agency should provide program materials, supplies, and leadership.

5. Some provision should be made for recreation space in connection with the apartment type units and standards should be developed for these by the appropriate housing agencies.

EXHIBIT I - A

For Replacement of Recreation Facilities withdrawn for Recent Defense Construction or Military Occupation of Park and Recreation Areas

UNIT OF PUBLIC RECREATION SYSTEM		
1.	Sport Ctr. (E. Cap. St.)	$138,750
2.	East Potomac R.C. #10	45,000
3.	Banneker Rec. Ctr. #11 (C)	25,000
4.	Brightwood Rec. Ctr. #7	80,000
5.	Langston Rec. Ctr. #17 (C)	90,000
6.	Mt. Vernon Hwy. Daingerfield Is.	125,000
7.	Southwest Rec. Ctr. #18	50,000
8.	Randall Rec. Ctr. #19 (c)	40,000
9.	Anacostia D. Rec. Ctr. #20	85,000
10.	Hilcrest Rec. Ctr. #21	22,000
11.	Ox. Run R.C. #23	16,000
12.	Fort Ch. R.C. Ctr #22	52,000
13.	Eastland Gar. Unit #24) (c)	36,000
14.	Turkey Thicket #14A	45,000
15.	Takoma R.C. #6	40,000
	Sub-Total (A) Emergency Development	889,750

EXHIBIT I - B

Additional Facilities Proposed Due to Increased Population

UNIT OF PUBLIC RECREATION SYSTEM

16.	Mid City Plgd. Unit (11D) (C)	40,000
17.	McKinley Lexington R.C. #13	18,000
18.	Dunbar 2nd Ctr. #11C (C)	10,000
19.	Columbia Hts. #9 2nd Ctr.	10,000
20.	Francis R.C. #12	45,000
21.	Rosedale Plgd. #16B	10,000
22.	South East R.C. #26	15,000
23.	Rose Park Plgd. #12C	10,000
24.	Sherwood Plgd. #15C	28,000
25.	Hoover Plgd. Unit #18C	16,000
26.	Raymond Plgd. Unit 8C	12,000
27.	Virginia Ave. Unit #26D	17,000
28.	Georgetown Plgd. Unit 5C	24,000
29.	Ely Pl. Plgd. Unit #22D	19,500
30.	Congress Hts. Unit #23A	21,000
31.	Trinidad Rec. Ctr. #15	50,000
32.	Phoebe Hearst Unit #4L	20,000
	Sub-Total (B) Additional Development	365,000
GRAND TOTAL (A & B)		1,254,75

EXHIBIT II

SPACE AND FACILITIES ADJACENT TO WASHINGTON, D.C. USEFUL FOR OUTDOOR ACTIVITIES

Leiter Estate -- $15,000

The Leiter Estate is located three miles from Chain Bridge on the Virginia side of the Potomac. This estate is now classed as a reservation and is under the direction of the National Capital Parks. On it is located a large dwelling, of some 30 rooms with innumerable fireplaces, marble dining room and a large ballroom. The cost of renovation and the installation of a proper water supply was estimated at $8,000, last spring. The area surrounding it is ideally situated for small picnic areas, requiring only water to make these areas perfect. About a quarter of a mile from the picnic areas is an old-fashioned ram which lifts the water to a nearby farm, and was formerly used to supply the estate.

Chopowamsic Recreation Area -- $100,000

Work should immediately be begun to form a lake of 140 acres, parking facilities for several hundred cars, an outdoor playing field, and a 2000 foot beach. Additional funds would be needed to complete the building of cabins and lodges for family use. This area has long been considered as an ideal outdoor area. It contains some 17,000 acres, some of which is still in the process of being cleared for title. At the present time there are five permanent organized camp sites which need very little further development for all year round use. A minimum of funds is needed to take care of this demonstration area and to keep its maintenance staff up to an efficient point. Because of its proximity to Quantico and Fort Belvoir, it is also well located as a leave area for military personnel.

Catoctin Area -- $30,000

The Catoctin Area is located near Thurmont, Md., about 65 miles from the District. At the present time there are three organized camps in this area, plus accommodations for a small number of men and women in winter camp. This area should likewise be made available on a year round basis. The buildings are of log construction and would not require many changes to make them suitable throughout the cold weather. The Federal Camp Council has operated a family camp here for several years. A continuation of this project is a necessity and should receive the consideration of everyone interested, particularly in outdoor activities.

The greatest need for the continuation of this program is at least one person who could contact government workers and give them information concerning the availability of these facilities.

EXHIBIT III

COPY

FEDERAL WORKS AGENCY
UNITED STATES HOUSING AUTHORITY

LANHAM DEFENSE MANUAL

LD-201
LD-201-LHA

February 10, 1942

Rescinds*

LANHAM DEFENSE HOUSING PROCEDURE

Subject: Community Facilities

1. Facilities for management and maintenance purposes shall be provided in all projects.

2. Facilities for tenant activities shall be provided in projects of 100 dwelling units or more. However, to the extent that such facilities as called for in these standards are available to the tenants in nearby public buildings and outdoor recreation areas, such facilities may be omitted from the project, with Washington Office approval.

Requests for such omissions shall state the type, location and adequacy of available non-project space, and the basis on which such space will be available to the tenants.

3. Where both management and maintenance and tenant activities space are to be provided they shall be incorporated in one community building with outdoor area serving such building.

4. Where only management and maintenance space is to be provided it should be, where practicable, in a building designed for conversion into dwelling units. Such building shall be in addition to the number of dwelling units required for the project.

Such buildings should be located, preferably in a central position, easily accessible from all the project, and from the principal point of entrance to the project, but preferably not on a main traffic highway.

Whenever practicable the community building (or management and maintenance building) shall be constructed and used for the field construction office of the government and contractor.

5. Cost of community facilities shall not exceed 3% of the total cost of the project.

6. Space requirements are to be as called for in the design standards. These are in the process of preparation and will be released in the next few days. Generally they approximate previous USHA standard areas.

---

*Rescinds LD-201 (LD-201-LHA), dated January 19, 1942, and Addendum No. 1 to LD-201, dated February 7, 1942.

March 23, 1942

Mrs. Maurice T. Moore, Chairman
National Women's Committee, U.S.O.
Empire State Bldg.
New York City

My dear Mrs. Moore:

I am so sorry that I will not be able to send anyone to your meeting. We are so tied up with work here that it is very difficult to get away. I hope, however, that you will have a very excellent meeting and that much good will come of it.

Sincerely yours,

Mary Anderson, Director

MA:IS

U.S.O. National Women's Committee

MRS. MAURICE T. MOORE
Chairman

EMPIRE STATE BLDG., NEW YORK
PENNSYLVANIA 6-5400

WOMEN'S BUREAU
MAR 23 1942
DEPARTMENT OF LABOR

March 21, 1942

Dear Miss Anderson:

I was very sorry to receive your letter saying that you were unable to attend the meeting of national women leaders to be held on March 26th at 2:30 in the Waldorf Astoria.

Although we would much prefer to have you attend personally I understand that your schedule must be very heavy. However, would you be willing to designate someone to represent your organization in your place? If you will let me know upon whom you decide I will see that she receives a letter with the full details.

With best wishes,

Very sincerely,

Elisabeth Lee Moore

Mrs. Maurice T. Moore, Chairman
National Women's Committee

Miss Mary Anderson
U. S. Department of Labor
Women's Bureau
Washington, D. C.

ELM:HS

March 14, 1942

The Office of Civilian Defense
Washington, D.C.

A request from
Miss Esther V. Cooper
Southern Negro Youth Congress
514 Masonic Temple Bldg.
Birmingham , Alabama

for material on
Civilian Defense for use at
a conference at Tuskegee Institute

CROSS REFERENCE SHEET

Name or Subject

Defense General

File No.

Regarding

Date

telegrams sent in by Miss Stitt
from Calif. Mar. 1942
re wage board actions in Calif.
Mar 5, 13, 1942

SEE

Name or Subject

See Calif. Labor

File No.

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Regarding

Date

in re reports on "Child Care in Defense Areas"

Mar, 1942 — on —

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Defense — Gen.

March 10, 1942

Miss Elizabeth Eastman
Office of Civilian Defense
Washington, D. C.

Dear Miss Eastman:

Thank you so much for sending me the summary of the activities of the women's organizations in Oregon before the mobilization began. I was very interested to see it.

Sincerely yours,

Mary Anderson, Director

IS

OFFICE OF CIVILIAN DEFENSE

WASHINGTON, D. C.

March 5, 1942



Miss Mary Anderson
Director, Women's Bureau
Department of Labor
Washington, D. C.

Dear Miss Anderson:

The enclosed report was sent in on February 7 before the mobilization of Oregon women took place. It seems to be a summary of activities reported by these organizations before the mobilization began.

The reports are interesting, and I would like to have similar reports from every state in the Union, but am not likely to get them, alas!

Sincerely,

Elizabeth Eastman

Elizabeth Eastman

AS WE SEE IT IN OREGON

THE MOBILIZATION OF OREGON WOMEN, made at the request of the Federal Government, will begin February 16. Mrs. Saidie Orr Dunbar is the Oregon State Director for the Mobilization. The purpose of it is to supply a reservoir of skilled, semi-skilled, and "trainee" women that could be used in the event of a serious labor shortage in the state during the war emergency. This survey will be carried out by volunteer workers.

THE AMERICAN ASSOCIATION OF UNIVERSITY WOMEN is supplementing their educational program with civilian defense work. Study groups are taking up all phases of the defense program. Their headquarters has urged the members for two years to prepare to serve in this national emergency where their training and experience will do the most good. Members are asked to assume leadership in bringing correct information to the public, and also to promote the sale of defense bonds.

THE AMERICAN LEGION AUXILIARY, composed of 111 local units, has a State Chairman of Emergency Volunteer Service and speakers to interpret the defense program. All units are actively engaged in Red Cross work, and those near cantonments are continuing their USO program. Members are furnishing executive and general personnel for filter stations, air raid wardens and observers, and other types of work. Practically all are taking part in the Mobilization of Women, and several members are on rationing and draft boards.

THE DAUGHTERS OF THE AMERICAN REVOLUATION estimate that they have about 300 members registered for civilian defense. These women are engaged in working at the Red Cross Production rooms, assisting with the War Relief Drive, serving as hostesses for recreation centers, taking courses in First Aid, Home Nursing, and Nutrition, and doing Canteen work. The Portland Chapter has adopted the project of U. S. Defense Bonds as one of its major wartime projects, and is putting all of its reserve funds into these securities.

THE DAUGHTERS OF THE BRITISH EMPIRE (Inc.) are working in the Red Cross War Relief Drive, British War Relief of America, and Bundles for Britain. Their 150 members are assisting with canteen work, nursing, Red Cross sewing, knitting, and making bandages.

THE DAUGHTERS OF FOUNDERS AND PATRIOTS OF AMERICA have about 30 members in Oregon. As individuals, they are actively engaged in Red Cross work, with one member as supervisor of work at the Red Cross Headquarters in Portland, and another conducting a Red Cross sewing unit in her home. As a group, they are encouraging the sale of defense bonds and stamps and have designated speakers on defense work.

THE DISABLED AMERICAN VETERANS OF THE WORLD WAR AUXILIARY have assured us of their desire to cooperate with and assist the civilian defense offices. They, also, have selected speakers.

THE OREGON FEDERATION OF WOMEN'S CLUBS is stressing national defense and have a working program on all phases of it. They have a defense chairman with fourteen divisions working under her, and several qualified speakers on defense (who have been and will continue to speak). Clubwomen are urged to register with local defense offices, to push the sale of stamps and bonds, and to promote study groups on defense problems. Their Scholarship Loan Fund has been extended to help young women who desire nurse's training. The members of one club have purchased and signed for bonds amounting to $50,000, and have a regular Red Cross unit and first aid class at their clubhouse.

THE OREGON WOMAN'S CHRISTIAN TEMPERANCE UNION, with its 3000 members in 112 units, is stressing the spiritual side of the defense program with emphasis on spiritual fitness, welfare problems, health, and promoting friendly relations with foreign born. Members are being urged to register with local defense offices, and each Union is to form a Red Cross unit of its own. Individuals and Unions are urged to purchase defense stamps and bonds, conserve materials needed for defense, aid in the nutrition program, and serve as canteen workers. Speakers on the defense program have been designated. This group is deeply interested in providing clean recreation and moral surroundings for our men in service.

THE OREGON CONGRESS OF PARENTS AND TEACHERS have 28,977 members from 366 local units. Since their field is primarily the school and mothers constitute the majority of their members, they stress the family and school relationship and the importance of education, nutrition, and family morale. This group has purchased defense bonds amounting to $1000 and have appointed a defense chairman.

THE OREGON FEDERATION OF BUSINESS AND PROFESSIONAL WOMEN, with its 28 clubs, have practically all their members registered with local defense offices. Their national program is "Strengthening Democracy for Defense" and their state project is the sale of defense bonds and stamps. In the latter, the Oregon Federation led all women's clubs in the state last summer and received national recognition. They have set $35,000 as their state goal. Also, they are doing extensive study work on nutrition, taxation for defense, consumer education, and health. In this group are women who are pilots and have offered their services to the Navy, women who are Ambulance Corps members, and women who are serving as teachers in First Aid and Nutrition classes.

THE OREGON CHAPTER OF PRO AMERICA REPUBLICAN WOMEN, INC. have a defense chairman; its members are registered and are accepting calls from the local defense offices. They are serving on the filter board (6 hr. duty), as office help for various projects, and as air raid wardens. Members are taking classes in first aid, nutrition, and recreation, and are doing Red Cross sewing, knitting, and aiding in War Relief Drives.

THE P. E. O. SISTERHOOD, with its 68 chapters, are urging its members to place themselves at the disposal of the defense offices as individuals to work wherever they are needed. The state president has selected two women to speak on the defense program.

THE OREGON WOMENS AMBULANCE CORPS, INC. have 690 members now in training. This group has an extensive training program for women, including courses in Standard and Advanced First Aid, Motor Mechanics, Fire Fighting, etc. Their program is carried on entirely by volunteer effort, both members and instructors giving their time freely.

THE NATIONAL COUNCIL OF JEWISH WOMEN, PORTLAND SECTION OF, have 400 members, and are registered as an organization with their defense council and volunteer office. They have invested $2162 in defense bonds, organized their own sewing units for Red Cross with 60 registered workers, and are helping in the Red Cross drives. They have a defense chairman and speakers for defense work.

THE LADIES OF THE GRAND ARMY OF THE REPUBLIC are eager to do their part in defense work. Its members are sewing for the Red Cross and purchasing defense stamps and bonds.

Original Ideas from Groups

The National Council of Jewish Women submitted two creative ideas. (1) Purpose is to canvass their members to find out what they are now doing for defense and to encourage them to do more. Have divided their membership of 400 into groups of 20 women, each to be headed by a leader, or Captain. Each Captain will be responsible to a Colonel, who in turn will report to the two co-chairmen of this project. That way there are 5 Colonels with each having 4 Captains under her. Each Captain is responsible for contacting her list of twenty women to ask them specific questions on what they are doing for defense and to suggest further ways of helping. (2) As a program for their next meeting, they are working on a Victory Program. Several forms of defense activities will be outlined, and the individual member will be urged to choose that phase of work in which she feels she will be able to contribute most.

The Pro America Republican Women have initiated a "cookie day" the third Friday of each month, and have divided the state units as to bases and cantonments in order to supply the service men with cookies.

A directory has been prepared of those A.A.U.W. branches near army camps who have reported that they wish to extend their hospitality to relatives of their members in the service or who have newly come to the vicinity for defense work. Also, A.A.U.W. branches have contributed $35,000 to assist university women of other countries who are victims of war.

One unit of the American Legion Auxiliary is organizing and another is assisting in equipping an emergency hospital.

The Portland Woman's Club have a booth which is maintained at each club session for the sale of defense bonds and stamps.

In cooperation with the Portland Public Library the Portland Junior League produces a 15 minute radio program once a week, dramatizing worthwhile children's books. They feel that children need high type, imaginative entertainment during war time more than ever before.

Supplementary Report

THE PORTLAND JUNIOR LEAGUE at present finances the Civilian Defense Volunteer Office in Portland to the amount of $5,500. This office was originally called the Central Volunteer Bureau and was a Junior League project. The women are registered and on call through their defense chairman for whatever needs may arise. This organization is urging their members to take courses to fit them for volunteer participation in the defense program. A number of their members are Red Cross First Aid instructors, and they are knitting a regular quota of garments for the Red Cross.

NEW ENGLAND COUNCIL
Executive Offices, Statler Building, Park Square
BOSTON, MASS.

RALPH E. FLANDERS
President

E. C. JOHNSON
Treasurer

FRANK A. SULLIVAN
Secretary

DUDLEY HARMON
Executive Vice-Pres.

82 Days After Pearl Harbor

War Bulletin No. 2

WAR LABOR SUPPLY IN NEW ENGLAND

Brig. Gen. Lewis B. Hershey, Selective Service Director, states that there are only 60,000,000 units of labor in the United States and that, in his opinion, there will have to be some sort of governmental allotment of the country's man power.

In December 1941, according to Col. Leonard B. Ayers, statistical consultant to the United States Government, out of each 1,000 in our population, 296 men and 293 women are in the producing ages of 18 to 60. Of these 296 men 16 in the armed forces, 37 in civilian war work, and 243 in non-war. Of these 293 women, 4 are in war work and 289 in non-war.

Col. Ayers states that in November 1918, out of each 1,000 in our population, 286 men and 266 women were in the producing ages of 18 to 60. Of the 286 men, 40 were in the armed forces, 68 in civilian war work, and 178 in civilian non-war work. Of the 266 women, 21 were in war work and 245 in non-war. The remaining 448 persons in each thousand were classified as boys and old men, or girls and old women.

These figures show that just to match our first World War effort, tremendous shifts in productive personnel must occur. More men must go into the armed services. War industries must have more labor. Farmers have to find and keep enough labor to meet the demand for greater food production. Civilian goods industries and vital services must adjust their operations to a diminishing labor supply.

The armed services obviously have first call on the country's man power in the 18 to 44 year age group. The war industries are next in order of claim on the available labor supply. To assist manufacturers with their labor supply problems, the following information, prepared with the cooperation of the New England Regional Labor Supply Committee is presented:

1. Probable Labor Requirements Must Be Figured.

Selective service calls will pull out of factories an increasing number of "occupational deferments." The gaps caused will have to be filled by older men and by women. Foreign born and aliens, - other than enemy, - may be employed. The selective service will not permit employers to keep young men who can be replaced from these classes of workers. Production schedules should be studied to determine the kinds and numbers of workers necessary to meet those schedules. Probabilities are that all war work schedules will be stepped up considerably which will require

further adjustment of labor requirements. Maximum use of equipment on bottleneck and other critical operations has already been asked for in President Roosevelt's call for 24 hour-7 day operation. This means, at least, three-shift operation in many plants not yet so operating, and plans should be laid accordingly.

2. United States Employment Service.

The United States Employment Service is rapidly becoming the chief recruiting agency for industrial workers. It has more than ninety offices throughout New England, maintains comprehensive classified files of available workers, and operates a clearance system which helps to shift surplusses of workers to communities where shortages of such workers exist. An increasing number of New Englancd manufacturers are using the USES offices in New England with satisfaction. The USES also lists foremen, supervisors, and men and women with executive experience. Manufacturers should keep the USES advised of their labor requirements.

3. Pirating, Scouting and Out-of-town Advertising.

These practices, while seemingly helpful, in reality seriously interfere with the orderly development of the necessary labor supply, even when the hiring employer states that he will not accept applicants if they are engaged in war work in some other plant. These undesirable practices disrupt production in the plant from which workers are hired away, and may delay output of even more essential work than that for which the pirating employer is hiring them. Furthermore, this type of competition for workers breeds unrest, forces costs up, and does not increase the total labor supply. The unnecessary migration resulting adds to transportation and housing difficulties. In many cities, local newspapers that have realized these facts, steadfastly refuse to accept advertising for workers by out-of-town companies.

4. Full Use of Internal Labor Sources.

Employers on war work are strongly urged to do all they can to develop their own skilled and semi-skilled workers by a continuous program of up-grading, training-within-industry and infiltration. This calls for resolving each job into its principal elements of skill, and grouping those of equal rank into one job. For example, if three men are each making a part requiring operations one, two and three, with operation one calling for little skill, operation two for more, and operation three for the most, output will be increased by concentrating operation one on one machine, operation two on another, and operation three on the third. Assignment of each of the three operators to full time on the operation calling for his best skill means that by repetitive process, he becomes even more proficient, and time spent changing tools or setups between operations is eliminated, since each machine is permanently set up for a specific operation.

Brigading new workers as observers, helpers, and learners with the regular operators helps to train right on the job and hastens the release of the more experienced workers for use on more difficult.

Employers are urged to utilize the services of the Training Within Industry Section, Labor Division, WPB - in its program workers learn by doing, - they practice while learning. It shows employers how to get skilled operations from all grades of workers by analysis of jobs, and intensive instruction. It aids in the development of practical plans for up-grading workers to higher skilled jobs as rapidly as their ability warrants.

Training-within-industry is being successfully utilized in a number of representative New England factories. Messrs. McDavitt and A. E. Whitehill (see item 9 hereof) will gladly furnish full particulars to any interested New England manufacturers.

5. Full Use of Local Labor Supply Sources.

Employers are urged to employ local workers as much as possible. Workers living in the community already have homes or boarding places. They do not create the housing problems caused by an influx of workers from outside the community, and they will have other means of transportation available when their tires give out. Also, records of such workers can be more readily checked, references verified, and character determined than can those of applicants from more distant points.

6. Workers' Transportation.

Transportation of employees to and from work has become a new and serious problem in relation to labor supply because of the tire shortage. Manufacturers generally are urged to questionnaire their employee as to place of residence, means of transportation, and condition of their tires, if they are dependent upon private cars. (See P. 8, February issue, New England News Letter.) Gathering this information now and its compilation in terms of a whole community, will facilitate the process of making other provision for transportation of workers as their tires begin to wear out.

7. More Women Must Be Employed.

A recent survey by the New England Regional Office of the Bureau of Employment Security among 661 New England manufacturers shows that of the 63,243 workers they expect to hire between January 1 and June 30, 1942, - thirty-five per cent or more than 22,000 must be women. Nearly 12,000 of these 22,000 openings are expected to occur in Connecticut, 7,500 in Massachusetts, 1,300 in Vermont, 800 in Rhode Island, and approximately 500 in Maine and New Hampshire. Approximately thirty-eight per cent of these 22,000 anticipated hires are in six defense industries as follows, - machine tools, and metal working machinery 2,672, aircraft and parts 1,491, firearms 1,503, ordnance 1,846, ammunition 815, explosives 172.

Women can be effectively and extensively employed on war work as proven by current British experience and by American experience in the first World War.

State Directors of the United States Employment Service and other officials are currently urging employers to hire and train women for war production jobs.

8. Aliens and Negroes.

President Roosevelt, in his Executive Order of June 25, 1941, ordered all departments and agencies of the government concerned with training programs for defense production to take special measures to assure that such programs are administered without discrimination because of race, creed, color or national origin. Similarly all contracting agencies of the government were ordered to include in all defense contracts a provision obligating the contractor not to so discriminate.

Attorney General Francis Biddle recently said, "I am sorry to say that numerous instances have come to the attention of the Dept. of Justice of employers discharging workers because of some vague suspicion that they may be disloyal aliens and even because they have foreign-sounding names. I should like to remind such employers that, of our total non-citizen population of about 5,000,000, fewer than 3,000 - six out of ten thousand - have been regarded as dangerous to the peace and safety of the United States. Those have been taken into custody by the Federal authorities. I should also like to point out to these employers that many of the foreigners they have discharged now have sons serving in our Army and Navy. Among those who died fighting off the treacherous attacks upon Manila and Pearl Harbor were men named Wagner, Petersen, Monzo, and Rossini, Mueller and Rasmussen."

Lt. Gen. Wm. S. Knudsen has said: "In all out war production, we must utilize every human resource with sanity, with common sense and with the conviction that no one shall be denied opportunity to participate in the war efforts because of race, creed, color or national origin."

9. The Physically Handicapped.

Among these are many able to do certain kinds of work. Employers are urged to make use of such people at occupations which they can perform.

10. Shortage of Supervisors.

Expansion of plant personnel, especially as plants go on 24 hour-7 day, - and three or more shift schedules, - calls for more foremen, supervisors, and gang bosses. To help develop these, the Training-Within-Industry Section, Labor Division, WPB has set up Job-Instructor-Training Institutes. They are a success.

In the district covered for the TWI by Clarence J. McDavitt, (Maine, New Hampshire, Vermont and Massachusetts) nine institutes have been held, eight in Massachusetts, as follows: Boston (2), Springfield (2), Worcester (2), Southbridge (1), Holyoke (1); the one in New Hampshire was held at Manchester. Others scheduled are: one in Worcester March 10-11-12; one in Fall River March 16-17-18; and another in Worcester March 23-24-25. Plans are being made for institutes in Pittsfield, Northampton, Athol, Fitchburg, Uxbridge, Lawrence and Boston, Massachusetts; also in Portland, Maine; and in Nashua and Laconia, New Hampshire.

To date 116 leaders have been trained in the nine institutes mentioned, and these leaders in turn have conducted 74 ten-hour courses, from which 791 job-instructor trainers have been graduated. Thirty ten-hour courses are in progress at this writing. The number of plants represented by these 791 trainers is 36, employing a total of 50,587 workers.

Typical of the manufacturers whose men have been trained at these institutes are: Gilbert & Barker, Package Machinery Company, Walworth Manufacturing, Boston Gear Works, Bethlehem Shipbuilding Corporation, B. F. Sturtevant, New England Coke, Gillette Razor, Kendall Mills, American Optical, Ames Worsted, American Steel & Wire Company, and Norton Company, Reed Prentice, Crompton & Knowles, Westinghouse

Electric & Mfg. Company, J. Stevens Arms Co., Raytheon, Dennison's Foxboro Instrument, and Hygrade Sylvania.

In the district covered by E. A. Stowell of Hartford, Connecticut, (Connecticut and Rhode Island) six institutes have been completed in Connecticut, qualifying 71 trainers. Institutes have been held as follows: Waterbury (2), Meriden (1), Wallingford (1), New Haven (1) and New Britain (1). In-plant training courses are under way at Scoville Manufacturing Company, Waterbury: Geometric Tool Company and American Steel & Wire in New Haven. Others are starting at Chandler Evans Corp., South Meriden; and Connecticut Telephone & Electric Corp., Meriden. Institutes will shortly be operated in Rhode Island. Manufacturers interested should address, for Maine, New Hampshire, Vermont and Massachusetts: C. G. McDavitt, TWI, Labor Division, WPB, 1035 Park Square Building, Boston; for Rhode Island, Connecticut: A. E. Whitehill, TWI, Labor Division WPB, 152 Temple Street, New Haven, Connecticut.

11. Regional Labor Supply Committee.

As employers may be interested in the composition of this committee, its present members are listed below. Headquarters of the committee are at 120 Boylston Street, Boston. Telephone Hubbard 6550. Its activities cover Maine, New Hampshire, Vermont, Massachusetts, Rhode Island and Connecticut. Address communications to Mr. Arthur C. Gernes, the acting chairman, who also represents the U. S. Employment Service.

Lawrence J. Bresnahan, Chief Regional Supervisor of Training and Reemployment, WPA, 70 Columbus Ave., New York, (Works Progress Administration).
Wilfred E. Carter, Special Representative Trade and Industrial Education, U. S. Office of Education, Washington, D. C., (Defense Training - Vocational Schools).
Lt. Col. Roy C. Charron, CWS, OUSW Liaison Officer, War Dept., 38 Chauncy St., Boston, (War Department - Under Secretary).
Lt. T. L. DeCamp, Dist. Civilian Personnel Officer, First Naval Dist., 150 Causeway St., Boston, (Navy Dept.).
William A. Foley, Dist. Mgr., U. S. Civil Service Comm., Room 1040, P.O. Bldg., Boston, (Civil Service Commission)
Basil E. Gilbert, P. O. Box 31, R. I. State College, Kingston, R. I., (Agriculture - U. S. Dept. of Agriculture, agricultural workers and employers).
Frederick R. Hall, Administrative Assistant, Div. of Contract Distribution, WPB, 17 Court St., Boston, (Division of Contract Distribution).
E. K. Jenkins, Regional Supervisor, Apprenticeship Unit, Div. of Labor Standards, U. S. Dept. of Labor, 1034 Old South Bldg., Boston, (Apprenticeship Training - Dept. of Labor).
Harry H. Kerr, Pres., Boston Gear Works, Inc., N. Quincy, Mass., (Management).
Hugh B. Killough, Special Industrial Consultant, U. S. Bureau of Labor Statistics, 22 Belair Road, Wellesley, Mass., (Bureau of Labor Statistics).
Leon J. Kowal, Regional Director, National Youth Administration, Region I, Room 701, 11 Beacon St., Boston, (Defense Training - N. Y. A.).
Edward H. Lawson, Field Employment Assistant, Negro Training and Placement Branch, Labor Div., WPB, Room 723, Chanin Bldg., 122 East 42nd St., New York, (Negro Employment and Training).
Clarence G. McDavitt, Dist. Rep., TWI, WPB, 1035 Park Sq. Bldg., Boston, (Training-

Within-Industry),

A. E. Whitehill, Dist. Rep., TWI, WPB, 152 Temple St., New Haven, Conn., (Training-Within-Industry).

E. L. Moreland, Dean of Engineering, M.I.T., Cambridge, (Defense Training - Engineering, Science, and Management Defense Training, U. S. Office of Education).

L. E. Seeley, Associate Prof. of Mechanical Engineering, Yale Univ., New Haven, (Defense Training - Engineering, Science, and Management Defense Training, U. S. Office of Education).

Leonard Outhwaite, Consultant on Minority Groups, War Production Board, Room 3749, New Social Security Bldg., Washington, D. C., (Minority Groups).

Miss Frances W. Valentine, Ashland, Mass., (Women's Bureau - Dept. of Labor).

Thomas E. Wilkinson, Labor Div., WPB, c/o Social Security Board, 120 Boylston St., Boston, (Labor).

11:RO:IX

FEDERAL SECURITY AGENCY

COORDINATOR OF HEALTH, WELFARE, AND RELATED DEFENSE ACTIVITIES

OFFICE OF THE
REGIONAL COORDINATOR

414 Dierks Building
Kansas City, Missouri
February 13, 1942



Miss Bertha M. Nienburg,
Assistant Director,
U. S. Department of Labor,
Women's Bureau,
Washington, D. C.

Dear Miss Nienburg:

We appreciate your sending to us copies of the occupational analyses of war industries in relation to the possible employment of women workers. These reports will be very valuable to the members of our staff, and we are referring them to the staff for their information.

Thanking you,

Sincerely yours,

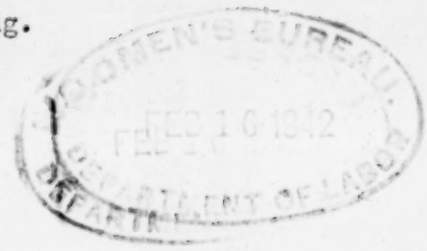
Ed McDonald

Ed McDonald, Regional Director,
Defense Health and Welfare Services

FEDERAL SECURITY AGENCY

OFFICE OF DEFENSE HEALTH AND WELFARE SERVICES

OFFICE OF THE
REGIONAL DIRECTOR
521 Union Commerce Bldg.
Cleveland, Ohio



February 13, 1942

Miss Bertha M. Nienburg,
Assistant Director,
U. S. Department of Labor,
Women's Bureau,
Washington, D. C.

Dear Miss Nienburg:

Thank you very much for the copy of your occupational analyses of war industries in relation to the possible employment of women workers.

These analyses will be very useful to the Office of Defense Health and Welfare Services and also to our Bureau of Employment Security.

Sincerely,

Robert C. Goodwin,
Regional Director



Current

Defense

FEDERAL SECURITY AGENCY

COORDINATOR OF
HEALTH, WELFARE, AND RELATED DEFENSE ACTIVITIES

OFFICE OF THE
REGIONAL COORDINATOR

170 Federal Office Building,
Minneapolis, Minnesota
February 13, 1942

WOMEN'S BUREAU
FEB 16 1942
DEPARTMENT OF

Miss Bertha M. Nienburg,
Assistant Director,
Women's Bureau,
U. S. Department of Labor,
Washington, D. C.

Dear Miss Nienburg:

Thank you for your letter of February 9 with which you enclosed the studies that have been made as to the adaptability of women for the numerous types of jobs in the small arms, artillery, aircraft, and ammunition plants. I'm positive that they can do these jobs and do them just as skilfully and safely as men. In fact, operations light in character but calling for speed and finger dexterity may be better performed by women than by men. The great bulk of these tasks do not call for any considerable training period.

The studies are very interesting. I assume that the management and personnel divisions in the defense industries in this area have all been supplied with these studies.

Sincerely,

Fred M. Wilcox

Fred M. Wilcox,
Regional Director,
Defense Health & Welfare Services

11:RO:X:C

FEDERAL SECURITY AGENCY

COORDINATOR OF
HEALTH, WELFARE, AND RELATED DEFENSE ACTIVITIES

OFFICE OF THE
REGIONAL COORDINATOR

901 Maverick Building
San Antonio, Texas
February 18, 1942

WOMEN'S BUREAU
FEB 20 1942
U.S. DEPARTMENT OF LABOR

Miss Bertha M. Nienburg,
Assistant Director,
Women's Bureau,
U. S. Department of Labor,
Washington, D. C.

Dear Miss Nienburg:

Thank you for your letter of February 9 and the copy of your occupational analyses of war industries in relation to the possible employment of women workers. We are interested in this phase of the defense program and believe it should receive considerable thought and attention.

Very truly yours,

Jas. B. Marley

James B. Marley,
Regional Director,
Defense Health and Welfare Services,
Region X

Defense
Gen

FEDERAL SECURITY AGENCY

COORDINATOR OF
HEALTH, WELFARE, AND RELATED DEFENSE ACTIVITIES

OFFICE OF THE
REGIONAL COORDINATOR

916 Patterson Building,
Denver, Colorado,
February 16, 1942

WOMEN'S BUREAU
FEB 20 1942
DEPARTMENT OF LABOR

Miss Bertha M. Nienburg,
Assistant Director,
Women's Bureau,
U. S. Department of Labor,
Washington, D. C.

Dear Miss Nienburg:

We wish to thank you for the copy of an occupational analysis of war industries in relation to the possible employment of women workers enclosed with your letter of February 10, 1942.

We consider this material very interesting and instrumental in informing us of the increased employment of women workers during the present war emergency.

Yours very truly,

A. C. Tilley, Jr.

A. C. Tilley,
Assistant Regional Director,
Defense Health and Welfare Services

Forwarded

Mrs. Schafer
Defense
Gen

WOMEN IN DEFENSE: MATERIAL FOR DISTRIBUTION BY WOMEN'S BUREAU
February 1941 (Revised from November 1940)

The Research Division has now prepared considerable material on this subject which is in available form to be given out for public information requests. The following explanation shows for what kinds of requests this material is useful.

I. WHAT SHOULD BE THE STANDARDS FOR WOMEN'S DEFENSE EMPLOYMENT?

1. Spec.Bul.1, Effective Industrial Use of Women in the Defense Program

2. Reprint: Keep Up Standards for Women's Work

3. Mimeo: Expérience as to Standards for Women's Work in Periods of Rapid Increase in Production (Oct.1939). (This summarizes the British and American experience 1914-18, showing need for maintaining standards; efforts in the United States to break down legal standards; statements of officials and organizations designed to maintain standards.)

4. Spec.Bul.2 is now in press on the subject of Lifting Heavy Weights in Defense Industries: Standards for Conserving Women's Health.

II. ON WHAT DEFENSE PROCESSES ARE WOMEN AT WORK?

1. Reprint: Processes Women Are Performing in Defense Industries. (Expected shortly from the printer)

2. Mimeo: Processes on Which Women Are Now at Work in Defense Industries. (October 1940) (This summarizes types of jobs done by women in airplane factories; plants making instruments; electrical products plants; machine tool factories; gun and ammunition plants; and other metal and electrical supply manufacturing processes.)

3. Mimeo: Women's Vocational Training Needs in Defense Industries. (November 7, 1940) (This gives additional lists of occupations performed by women.)

4. Mimeo: Increase in Woman Employment 1914-18 and Occupations of Women in Defense Industries. (September 1940) This gives an additional longer supplementary list of occupations performed by women 1914-18. The major part of this material is taken from Women's Bureau Bul. 12, but other sources also are used.)

III. ARE THERE WOMEN NOW READY TO TAKE DEFENSE JOBS?

1. Reprint: Women Who Can Work in Defense Industries.

2. Reprint: Women Workers and Defense Jobs.

3. Mimeo: . Women Available for Defense Work. (Mimeograph under this title prepared October 1940, includes information as to women on Employment Service rolls and women on W.P.A. projects.)

IV. HOW CAN I GET A DEFENSE JOB?

1. Reprint: Women's Chances for Defense Jobs (expected shortly from printer.)

V. HOW WILL THE NUMBERS OF WOMEN INCREASE IN DEFENSE INDUSTRIES?

1. Mimeo: Increase in Woman Employment 1914-18, and so forth. (This summarizes from Women's Bureau Bul.12 the experience of 1914-18 as to the great increase in factory employment of women.)

Defense Gen

OFFICE FOR EMERGENCY MANAGEMENT

OFFICE OF DEFENSE HEALTH AND WELFARE SERVICES

WASHINGTON, D. C.

Director
FEDERAL SECURITY ADMINISTRATOR

CHILDREN'S BUREAU
FEB 16 1942

FEB 14 1942

Dear Miss Anderson:

Mr. Charles P. Taft, Assistant Director of the Office of Defense Health and Welfare Services, has requested the Recreation Section to make a survey of recreation and develop recommendations for the more adequate provision of recreation opportunities for Washington, D.C.

We have developed some broad recommendations, which we would like to discuss with the various District planning groups so that details can be worked out. At this meeting we hope to obtain definite recommendations on facilities to submit to Mr. Taft, who will present them to the proper authorities. The general recommendations and a schedule of topics are enclosed.

The meeting has been set for Wednesday, February 18, in Room 5242, Social Security Building, at 9:15 a.m. and continuing throughout the day.

We hope that you can be with us throughout the conference; if you cannot we urge you to make every effort to be present at the time of discussion of the topic with which you are directly related. Please notify this office, Republic 6530, Extension 2473, whether you will be able to attend.

Invited by telephone Wash. Defense Recreation Committee

Sincerely yours,

Mark A. McCloskey,
Director of Recreation

Enclosures (2)

Miss Mary Anderson,
Women's Bureau,
Department of Labor,
Washington, D.C.

Agenda for this Conf. in Robinson's Defense file

CROSS REFERENCE SHEET

Name or Subject

Defense General

File No.

Regarding

Date

Letter to Arnold Lerner
Office of Special Advisor to
Mr. Hillman
War Production Bd.
in re Reply to Solan Comm.
Feb 6, 1942

SEE

Name or Subject

File No.

See Congressional file

80-J.

File cross reference form under name or subject at top of the sheet and by the latest date of papers. Describe matter for identification purposes. The papers, themselves should be filed under name or subject after "SEE."

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Gen. File

January 27, 1942

Mr. Alvin Roseman
Director of Program Operation
Office of Defense Health and Welfare
Washington, D. C.

My dear Mr. Roseman:

Thank you so much for sending me a statement of the organization and functions of the Office of Defense Health and Welfare Services. It is clarifying.

In accordance with your request we have sent copies of our studies of war industries in which women may be employed to your twelve regional directors with an accompanying letter saying that you requested that they be sent to them.

As to making our surveys of housing, health and recreational needs of unattached women in rural communities available: Since December 7th the ordnance plants located in rural areas have been insistent that the data they give us concerning numbers employed cannot be made available to anyone. We have been puzzling as to how we can keep confidence with them and yet make facts that are basic to sound programs of housing and recreation available to people working in this field. We are going to make a tryout of summarizing the situation in terms of need as we have developed it out of facts presented to see whether this method will serve the purpose.

If you will designate the person to whom such summaries should be sent, we will confer with them later on this matter. In the field our field representatives will make a point of conferring with your regional representatives so that such representatives may know in person of any conditions found or recommendations which we may make in their areas. I am sure we will find a way to work together.

Sincerely,

Bertha M. Nienburg,
Assistant Director

BMN:LW

Files
Defense
Gen

January 27, 1942

Miss McKelvey
To: Mr. Walling
Miss McConnell
From: Miss Anderson

This is the material on the girl 18 years old and under. Part III is the new material on the aircraft industry that I promised to get at the last meeting.

MA:IS

Files

January 27, 1942

To: Lt. Ipson
Labor Section, War Department

From: Mary Anderson, Director
Women's Bureau

This is the material on the girl 18 years old and under.

Part III is the new material on the aircraft industry that I promised to get at the last meeting.

MAPIS

CROSS REFERENCE SHEET

Name or Subject ~~DEFENSE GENERAL~~ Office of Civilian Defense Landis

File No. Defense General

Regarding Letter from Office of Civilian Defense, James M. Landis, Ex. Dir. regarding asking for material in planning for organizing a Community Planning and Organization Program Division.

Date Jan. 23, 1942.

Memorandum from: The Sec'y. to Miss Anderson Regarding: transmission of material to Mr. Landis.

Jan. 29, 1942.

MEMORANDUM From: Miss Anderson, to The Sec'y. regarding: attaching reply etc. to Mr. Landis.

Feb. 2, 1942.

SEE

Name or Subject

File No.

Secretary of Labor

213.

File cross reference form under name or subject at top of the sheet and by the latest date of papers. Describe matter for identification purposes. The papers, themselves should be filed under name or subject after "SEE."

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EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE FOR EMERGENCY MANAGEMENT

WASHINGTON, D. C.

January 17, 1942

Miss Allis E. Graham
Y. W. C. A. Service Department
203 N. Wabash Avenue
Chicago, Illinois

Dear Miss Graham:

This is in reply to your letter of December 30, requesting that your name be placed on the list to receive the Office for Emergency Management's official bulletin, VICTORY.

Due to the demand for this publication, we have made arrangements with the Superintendent of Documents to handle requests for this magazine, on a subscription basis of seventy-five cents per year. Your check or money order should be made payable to the Superintendent of Documents, and mailed to the Government Printing Office, Washington, D. C.

For information concerning the employment of women in defense industries, a copy of your request is being forwarded to the Women's Bureau of the Department of Labor, as this Bureau has made a complete survey of women in war industries.

If we can be of further service at any time, please notify this office.

Sincerely yours,

Robert W. Horton
Director of Information

FHS:GM

COPY

December 30, 1941

Gentlemen:

Please put our name on your mailing list for the weekly magazine "Victory." We are particularly interested in the employment of women in defense industries.

/s/ Allis E. Graham

Y. W. C. A. Service Department
203 N. Wabash Avenue
Chicago, Illinois

DEPARTMENT OF LABOR

Files

Advisory + policy-making committees collected for Miss Augusta by Miss Gordon 1/15

No. 9017 1/12/42
ve. N.W. Room 5119 Phone Re-7500

oard

555 Room 5146 Labor Bldg.
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of North Carolina
hool of Univ. of Oregon

United Mine Workers of merica
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., United Assoc. Plumbers & Steamfitters of U.S.

of Steel Workers Organizing Committee
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No. 203 GPO

Representative of Employers
George H. Mead, Dayton, Ohio Mead Corp.
Roger D. Lapham, Chrmn. of Board, American-Hawaiian Steamship
E. J. McMillan, Pres., Standard Knitting Mills, Inc.
Walter C. Teagle, Chrmn. of Board, Standard Oil Co. of N.J.

Alternate Members
L.N.Bent, Vice Pres., Hercules Powder Co.
R.R.Deupree, Pres. Proctor & Gamble Co.
H.B.Horton, Chicago Bridge & Iron Corp.
H.L.Derby, N.Y.C.

Associate Members (Appointed by E.O. 9038 1/24/42)
John F. Cuneo, Pres., Cuneo Press of Chicago
Joseph McDonough, Secy.-Treas. Metal Trades Dept. AFL
Frank M. Tobin, Wash. Repr. Intl. Bro. of Teamsters, Chauffeuers, Warehousemen, and Helpers of America
Hugh Lyons, State. Dir., Congress of Indus. Organizations of Mass.
S. H. Dalrymple. Pres., United Rubber Workers of America
James Carey, Secy. CIO
John Brophy, Director of Industrial Union Councils, CIO
Mrs. Anna Rosenberg, Regional Director, Social Sec. Board, N.Y.C.
Prof. Paul Dodd, Univ. of California at Los Angeles.
Dean Lloyd Garrison, School of Law, Univ. of Wisc.
Prof. Fowler V. Harper, Univ. of Indiana
Hon. Walter P. Stacy, Chief Justice, Supreme Court of North Carolina
Prof. I. L. Scharfman, Univ. of Michigan.
Ralph T. Seward, Washington, D.C.
Richard J. Gray, Secy., Bricklayers, Masons & Plasterers Intl. Union
Cyrus Ching, Vice Pres., U. S. Rubber Co.
John E. Connelly, N.Y.C.

NATIONAL WAR LABOR BOARD

Established by Exec. Order No. 9017 1/12/42
Located - Labor Bldg. 14th & Const. Ave. N.W. Room 5119 Phone Re-7500

Supercedes National Defense Mediation Board

Members:

Public Members
William H. Davis, Chrmn., Br. 2555 Room 5146 Labor Bldg.
George W. Taylor, Prof. of Economics, Univ. of Penn. Vice Chrmn.
Frank P. Graham, Pres., Univ. of North Carolina
Wayne L. Morse, Dean of Law School of Univ. of Oregon

Representative of Employees
Thomas Kennedy, Secy. Treas., United Mine Workers of America
George Meany, Secy. Treas. American Federation of Labor
R.J.Thomas, Pres., United Automobile Workers of America
Mathew Woll, Vice Pres., A F L

Alternate Members
Martin P. Durkin, Secy.-Treas., United Assoc. Plumbers & Steamfitters of U.S. and Canada
C. S. Golden, Regional Dir. of Steel Workers Organizing Committee
Emil Rieve, Pres., Textile Workers Union of America
Robert J. Watt, Intl. Repr. A F of L

Representative of Employers
George H. Mead, Dayton, Ohio Mead Corp.
Roger D. Lapham, Chrmn. of Board, American-Hawaiian Steamship
E.J. McMillan, Pres., Standard Knitting Mills, Inc.
Walter C. Teagle, Chrmn. of Board, Standard Oil Co. of N.J.

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Frank M. Tobin, Wash. Repr. Intl. Bro. of Teamsters, Chauffeuers, Warehousemen, and Helpers of America
Hugh Lyons, State. Dir., Congress of Indus. Organizations of Mass.
S.H.Dalrymple. Pres., United Rubber Workers of America
James Carey, Secy. CIO
John Brophy, Director of Industrial Union Councils, CIO
Mrs. Anna Rosenberg, Regional Director, Social Sec. Board, N.Y.C.
Prof. Paul Dodd, Univ. of California at Los Angeles.
Dean Lloyd Garrison, School of Law, Univ. of Wisc.
Prof. Fowler V. Harper, Univ. of Indiana
Hon. Walter P. Stacy, Chief Justice, Supreme Court of North Carolina
Prof. I. L. Scharfman, Univ. of Michigan.
Ralph T. Seward, Washington, D.C.
Richard J. Gray, Secy., Bricklayers, Masons & Plasterers Intl. Union
Cyrus Ching, Vice Pres., U. S. Rubber Co.
John E. Connelly, N.Y.C.

NATIONAL WAR LABOR BOARD (continued)

Associate Members (continued)

Thomas Roy Jones, Pres., American Type Founders, Inc.
Dale Purves, Treas., John B. Statson Co.
Frederick S. Fales, Socony Vacuum Co. of N.Y.
Fred Hewitt, Editor, Machinists Monthly Journal
Walter Hamilton, Yale Univ.

WAR MANPOWER COMMISSION
Exec. Order No. 9139 April 18, 1942

Located - New Social Sec. Bldg. 5554 4th & D Sts. SW Phone: Re 6530

Deputy Chairman - Fowler V. Harper, Rm. 5238 Br. 2147
Executive Officer - Arthur J. Altmeyer, Rm. 701-1712 G St. N.W. Br. 3211
Special Asst. to Chrmn. - Raymond Rublicam Rm. 5654 Br. 666

Members:

Paul V. McNutt, FSA Administrator Chrmn.
Wendell Lund, Labor Production Div. WPB
Goldthwaite H. Dorr, War Dept.
James F. Forrestal, Navy Dept.
Claude R. Wickard, Agric. Dept.
Frances Perkins, Labor Dept.
Donald M. Nelson, War Prod. Board
Lewis B. Hershey, Selective Service System
Arthur S. Flemming, Civil Service Commission
John B. Blanford, Jr., Natl. Housing Agency
Otto S. Berger, War Shipping Admins. Office of Defense Transportation

The following agencies shall conform to such policies, directives, regulations and standards as the Chairman may prescribe:

Selective Service System
Federal Security Agency
Works Projects Admin.
U.S. Civil Service Commission
Railroad Retirement Board
Bureau of Labor Statistics, Dept. of Labor
Labor Production Division, War Prod. Board
Civilian Conservation Corps
Dept. of Agriculture
Office of Defense Transportation

Agencies transferred to War Manpower Commission:

Labor Supply functions of the Labor Division, War Prod. Board.
National Roster of Scientific and Specialized Personnel of the U. S. Civil Service Commission
Office of Procurement and Assignment in the Office of Defense Health & Welfare Services in the Office for Emergency Management

Management-Labor Policy Com. OEM

Dir. - War Manpower Commission
Social Security Bldg., 4th and D Sts, SW

Ex. Sec. - Sherman Mittell Room 5237, Br. 667

Members

Fowler V. Harper - Chrm. Room 5254, Br. 2147
Arthur S. Fleming - Presiding Chrmn.

Management Repr.

R. Conrod Cooper, Asst. Vice Pres, Wheeling Steel Corp.
H.A. Enochs, Personnel Chief, Pa. R.R.
R.E. Gilmor, Pres., Sperry Gyroscope Co.
R. Randall Irwin, Ind. Rel. Dir., Lockheed Aircraft
C.J. Whipple, Pres., Hibbard, Spencer, Bartlett Co.
Frank P. Fenton, Organization Dir., AFL
John P. Frey, Metal Trades Dept. AFL
George Masterson, Pres. United Assoc. Journeymen, Plumbers & Steamfitters, AFL
Clinton S. Golden, Ass't. to the Pres., U.S.Steel Workers of A. CIO
Walter P. Reuther, member, Intl. Exec. Bd., United Auto., Aircraft and Agric. Implement Works of America CIO

Study and recommend to Chrmn. matters of major policy concerning activities and responsibilities of the Commission

6/9/42

LABOR POLICY COMMITTEE

Committee:

Harry C. Bates, Pres. Bricklayers, Masons & Plasterers, Intl. Union of America
Van A. Bittner, United Mine Workers of America
H.W.Brown, Int. Pres. Internatl. Assoc. of Machinists
John P. Coyne, Bldg. & Contr. Trades Dept. A F L
S.H.Dalrymple, Pres., United Rubber Workers, Akron
Clinton Golden, Regional Dir., Northeastern Region, Steel Workers Organizing Committee, Pittsburgh, Pa.
Allen S. Haywood, Congress of Industrial Organizations, N.Y.
Samuel J. Hogan, Pres. Natl. Marine Engineers Beneficial Assoc., Wash.
A. Johnston, Bro. of Locomotive Engineers
George Q. Lynch, Gen. Pres. Pattern Makers League of North America
A.F.Lyon, Grand Pres., Bro. of Railroad Signalmen of America
Charles H. MacGowan, Vice Pres. Int. Bro. of Boilermakers, Iron Shipbuilders, Welders & Helpers of America.
George Masterson, Gen. Pres. United Assoc. of Journeymen Plumbers & Steamfitters
Emil Rieve, Pres., Textile Workers Union of America, N.Y.
R.J.Thomas, Pres., United Auto Workers of Amer., Detroit

Committee of four consisting of representatives of the A.F. of L. and two of the C.I.O. to adjust any difficulties which may arise between organizations affiliated with the A.F. of L. and C.I.O. which may in any way affect the continuation of operations on any project or in any plant engaged in work affecting the national defense program.

Van A. Bittner, United Textile Workers of America
Emil Rieve, Pres., Textile Workers Union of America
H.W. Brown, Intl. Pres. Int. Asso. of Machinists
George Q. Lynch, Gen. Pres. Patten ?akers League of N.A.

Policy Committee WPB

Div. - Labor Production Div. WPB
Social Security Bldg. - 4th and Independence Ave. S.W.

Purpose - Determine major questions of production policy with Mr. Lund; pass on questions of organization as well as policies and will have contact thru its chairman, Mr. Lund, with Chrmn. Nelson and with the other branches of the WPB; discussing current and future problems relating to labor s participation in the war effort. "No major policies will be made or changed by the Labor Production Division except with prior consultation and agreement of this Committee."

Dir. - Wendell Lund, Roon 5063, Br. 2241

AFL Members

Frank P. Fenton
John P. Frey
George Masterton

CIO Members

Clinton S. Golden
John Green
Walter P. Reuther

6/12/42

OFFICE OF CIVILIAN DEFENSE

Advisory Medical Board

7 members - all M.D.'s
No women

Civilian Defense Board
Chrmn. Landis

9 members -

5 - Federal Govt.
1 - State Govt.
1 - Mayor
1 - Natl. Chrm. Red Cross
1 -

Com. on Administrative Personnel

Created U. S. Civil Service Commission 12/24/41

Policy Adv. Com. to Civil Service Commission for administrative personnel.

Members:

Emery E. Olson, Chrmn., Dean, School of Gov., Univ. of California
James V. Bennett, Dir., Br. Prisons, Dept. of Justice
Frederick M. Davenport, Chrmn., Council of Personnel Admin.
Guy Moffett, Consultant, Liason Office for Personnel Management
Donald C. Stone, Dir., Bureau Budget
Leonard D. White, Co-Chr. Dept. Pol. Sc. Univ. Chicago.
Wm. L. Batt, Chr., Requirements Com. & Dir. of Materials, WPB

Sec. - Ross Pollock, Civil Service Commission, Room 313, Br. 3211 4/2/42

FEDERAL ADVISORY COUNCIL FOR EMPLOYMENT SECURITY

Repr. of Employees:

David L. Behncke, Pres., Airline Pilots Assoc., Chicago
H. W. Brown, Pres., Inter. Assoc. of Machinists, D.C.
G. M. Bugniazet, Secy., Inter. Bro. of Elec. Workers of America - D.C.
Elisabeth Christman, Secy-Treas., Natl. Women's Trade Union League, Wash. D.C.
J. E. Cohen, Secy., Typographical Union, Harrisburg, Pa.
John Coyne, Pres. Bldg. & Constr. Trades Dept. D.C.
Sherman Dalrymple, Pres., United Rubber Workers of America. Akron
George M. Harrison, Grand Pres., Bro. of Ry. & Steamship Clerks, Cincinnati
Thomas Kennedy, Secy & Treas., United Mine Workers of America
Agnes Nestor, 1st Vice Pres., Inter. Glove Workers Union of America. Chicago
M. M. Murray, Pres., Newspaper Guild, Detroit
Philip Murray, Pres., Congress of Indus. Organ., D.C.
Emil Rieve, Pres., Textile Workers Union of America. N.Y.C.
Florence Thorne, A F l Wash. D.C.
Bess Bloodworth, Vice Pres., in charge of Personnel, Nanim Store, Brooklyn, N.Y.
Donald Comer, Pres., Avondale Mills, Birmingham, Ala.
H. S. Dennison, Pres. Dennison Mfg. Co., Framingham, Mass.
H. W. Dietz, Personal Relations Mgr., Western Elec. Co., N.Y.C.
S. M. Dubrul, Genl. Motors Corp., Detroit
M. B. Folson, Treas.- Eastman Kodak Co., Rochester, N.Y.
H. E. Foreman, Mgr. Dir. Assoc. Gen. Contractors D.C.
A. W. Hawkes, Pres., Chamber of Commerce of U. S. D.C.
Fred Lazarus, Jr., F & R Lazarus Co., Columbus, Ohio
E. F. McGrady, Vice Pres., in chg. Labor Relations, N.B.C. N.Y.C.
C. H. Murray, Asst. to Pres., The American Rolling Mills, Middletown, O.
Lessing J. Rosenwald, Jenkintown, Pa.
J. D. Stern, Editor, The Phila. Record, Phila. Pa.
L. J. Wilhoit, Chrm. Elec. Power Board, Chattanooga, Tenn.

Repr. of the Public

J. B. Andrews, Secy., Amer. Assoc. for Labor Legis. N.Y.C.
Mrs. H. T. Baldwin, Vice Pres., League of Women Voters, Wash. D.C.
J. D. Black, Prof. of Econ. , Harvard Univ., Cambridge, Mass.
J. D. Brown, Dir. of the Indus. Relations Section, Princeton Univ., Princeton, N.J.
N.J.
F. C. Crozton, Wash. D.C.
M. F. Devine, Att-at-law, Manchester, N.H.
Hon. Frank P. Douglass, Judge, 13th Judicial Dis. State of Okla. Oklahoma City
Abraham Epstein, Exec. Secy., Amer. Assoc. for Social Security, N.Y.C.
Wm. Haber, Dept. of Economics, Ann Arbor, Mich.
J. F. Hanley, Nat. Commander in Chief, United Spanish War Vet., Wash. D.C.
Gen. Frank T. Hines , Admin. Veterans Admin. D.C.
Wm. Hodson, Commr. City of N.Y. Dept. of Welfare. N.Y.C.
Kenneth Hones, Farmers Equity Union, Chippewa Falls, Wisc.
L. R. Melton, Nat. Commdr. Disabled American Vet. of the World War., Dallas, Tex.
Edw. O'Neal, Pres., Farm Bureau, Chicago, Ill.
The Honorable, the Secretary of Labor, Wash. D.C.
Rt. Rev. Msgr. J. A. Ryan, D.D., Dir. Dept. of Social Action, Natl. Catholic Welfare Conference, D.C.
Max Singer, Comdr.-in-chief, Vet. of Foreign Wars of U.S. Boston, Mass.
L. U. Stambaugh, Nat. Comdr. The American Legion, Indianapolis, Ind.
L. J. Taber, The National Grange, Columbus, Ohio
E. E. Witte, Madison, Wisc.
A. H. YOUNG, Consulting Prof. of In. Relations of Stamford Univ., Carpinteria California

NATIONAL ADVISORY COMMITTEE NYA FED. SECURITY

Members:

Adolf A. Berle, Jr., Asst. Sec. of State, Dept. of State, Washington
Mrs. Mary McLeod Bethune, Dir. Div. of Negro Affairs, NYA Wash. D.C.
Miss Selma Borchardt, Vice Pres. American Fed. of Teachers, Wash. D.C.
Frank L. Boyden, Headmaster, Deerfield Academy, Deerfield, Mass.
Dr. Howard S. Braucher, Secy., Natl. Recreation Assoc. N.Y.C.
Louis Brownlow, Dir. Pub. Admin. Clearing House, Chicago
Dr. W. W. Charters, Dir. Bureau of Educational Research, Ohio State Univ. Columbus
Dr. GlennCunningham, Dir. of Student Health, Cornell, Mt. Vernkn, Iowa
Henry S. Dennison, Dennison Mfg. Co., Framingham, Mass.
Miss Esther Ekblad, Farmers Cooperative Union of America
Wm. E. Green, Pres., A F of L. Wash. D.C.
George Harrison, Bro. of Rwy. & Steamship Clerks, Cincinnati, Ohio
James Herrington, Jr. Flying Cadet, Maxwell Field, Montgomery, Ala.
Sidney Hillman, Dir., Division WPB
Rev. Geo. W. Johnson, Natl. Catholic Welfare Conference, Wash. D.C.
Dr. Mordecai Johnson, Pres. Howard Univ. Wash. D.C.
Dr. Dexter M. Keezer, Pres., Reed College, Portland, Oregon.
Carroll M. Leevey, Univ. of Michigan, Ann Arbor, Mich.
Bishop Francis J. McConnell, 150 Fifth Ave., N.Y.C.
Very Rev. Edwards Roberts Moore, Catholic Charities, 485 Madison Ave., N.Y.C.
Mrs. Elinor F. Morgenthau, 2111-20th St. N.W. Wash. D.C.
Mrs. Louise Morley, Conference Secy., Intl. Student Service, 8 W. 40th St. N.Y.C.
Dr. Elisabeth Morrissy, College of Notre Dame of Maryland, Balt. Md.
Thomas Neblett, U. S. Commr. of Conciliation Dept. of Labor
Mrs. Julia O'Connor Parker, 500 Boylston St., Boston, Mass.
James G. Patton, Colo. State Pres. Farmers' Educ. & Co-Oper. Union of America
Dr. Clarence Poe, Editor, Progressive Farmer, Raleigh, N.C.
Dr. David deSola Pool, Spanish & Portuguese Synagogue, N.Y.C.
Miss Agnes Samuelson, Secy., Iowa State Teachers Assoc. Des Moines, Iowa.
Miss Mae K. Sargent, Catholic Welfare Bureau, Los Angeles, Calif.
Dr. Wm. F. Snow, U. S. Public Health Service, 464 Riverside Drive , N.Y.C.
M. W. Thatcher, Farmers Union Grain Terminal Assoc., St. Paul, Minn.
Florence Thorne, A F of L, Wash. D.C.
Dr. David E. Weglein, Supt. of Public Instruction, Balt. Md.
Owen D. Young, Genl. Elec. Co., N.Y.C.
Dr. Geo. F. Zook, American Council on Education, Wash. D.C.

There is a State Advisory Committee for each State, also some 3000 local committees.

AGRICULTURAL ADVISORY COUNCIL

Created by Vice Pres. Wallace 9/2/39

28 members
No women 4/2/42

(Being Reorganized)

COMMITTEE ON INTER -AMERICAN COOPERATION IN AGRICULTURAL EDUCATION
Nov. 9-10, 1939

Agriculture appointed the following committee for cooperation in agricultural education to be associated in the Dept. of Agric.

Members:

Knowles Ryerson, Asst. Dean, College of Agric., California Chrmn.
E.N. Bressman, Scientific Adviser, Agric. Exec. Secy.
J. G. Lee, Jr., Dean, College Agric., La. State Univ., University, La.
H.H.Hume, Dean, College of Agric., Univ. of Florida, Gainesville, Fla.
Dr. Thomas Barbour, Director, Museum of Comparative Zoology, Cambridge, Mass.
Dr. Fred J. Kelly, Office of Education
Homer J. Henney, Colo. State College, Collins, Colorado

Information:

Dr. Fred J. Kelly
Office of Educ., Dept. of Interior
Phone: Re. 1820 Br. 2254

ADVISORY COM. ON SELECTIVE MILITARY SERVICE
Appointed by the Pres. 8/40

6 members
No women

Com' inactive 4/16/42

NATIONAL POWER POLICY COM.

Harold Ickes, Chrmn. (Secretary of Interior Dept.)

All government officials.

RETAIL ADVISORY COM. TO THE WAR SAVINGS STAFF

Ret. Adv. Com. set up Aug. 1941

to promote savings etc. thru retail stores

15 members
No women listed

7/15/42

U. S. DEPARTMENT OF LABOR

WOMEN'S BUREAU

WASHINGTON

Do these Government agencies have Advisory or Policy-making Committees? Names of the persons serving on the committees?

FEDERAL SECURITY AGENCY

- Social Security Board
- Public Health Service
- Office of Education
  - Vocational Education
  - Trade and Industrial Education Service
  - Occupational Information and Guidance Service
  - Business Education Service
- National Youth Administration

FEDERAL WORKS AGENCY

- Works Projects Administration

SELECTIVE SERVICE SYSTEM

DEPARTMENT OF AGRICULTURE

- Farm Security Administration
- Agricultural Adjustment Administration

NATIONAL HOUSING AGENCY

- Federal Housing Administration
- Federal Public Housing Authority

OFFICE FOR EMERGENCY MANAGEMENT

- Office of Civilian Defense
- Office of Defense Health and Welfare
- Office of the Coordinator of Inter-American Affairs
- Office of Price Administration
- War Production Board
  - Labor Production Division
- National War Labor Board
- War Man Power Commission

BOARD OF ECONOMIC WARFARE

NATIONAL RESOURCES PLANNING BOARD

CIVIL SERVICE COMMISSION

TREASURY DEPARTMENT
War Bonds

OFFICE OF EDUCATION WARTIME COMMISSION — Fed. Security

Div. Office of Education est. 12/23/41

Small working group of responsible executives in educational organization and U. S. Office of Education available in Washington - formulate and execute plans for efficient utilization of schools, colleges, libraries in prosecution of war.

38 members — 4 Govt. Office of Ed.
1 Gov.

6 women: Bess Goody Koontz, Asst. Commr. of Educ. V. Chrmn.
Selma M. Borchardt, Wash. Repr. Amer. Fed. Teachers
Mary E. Leeper, Exec. Secy. Assoc. for Childhood Educ.
Kathryn McHale, Gen. Dir., AAUW
Eva Pinkston, Exec. Secy. Elementary School Principals , NEA
Edna Van Horn, Exec. Secy. Amer. Home Econ. Assoc.

4/8/42

NATIONAL ADVISORY COMMITTEE
Div. - School & College Civilian Morale Service, Office of Educ.

Members: 21 , of which 2 are women

Mildred H. McAfee, Pres. Wellesley College, Wellesley, Mass.
Elizabeth Robertson, Pres., Natl. Student Federation, Wash. D.C.

Information: Chester Williams, Asst. to Commr. of Educ. in charge of School and College Civilian Morale Service Phone: Re-1820 Br. 219

SCHOOL & COLLEGE CIVILIAN MORALE DIV. — Fed. Security Agency

Div. - Office of Education

"to help students and adults in understanding the many complicated problems of these critical times" (FDR)

Administer the progress of Freedom's Forms.

7 members (all Office of Educ. Gov.)
No women

DIVISION COM. ON STATE & LOCAL SCHOOL ADMINIS. — Fed. Sec. Agency

Div. Office of Education Wartime Com.

12 members (No Gov.)
No women

DIVISIONAL COM. ON HIGHER EDUCATION — Fed. Security

Div. - Office of Educ. Wartime Com.

George F. Zook, Pres. Amer. Council on Educ. Chrmn.

All university or college exec.

11 members
1 woman : Theresa Widefeld, Pres. Maryland State Teachers College at Towson, Md.

JOINT ADVISORY COM. ON AVIATION EDUCATION TO THE CIVIL AERONAUTICS ADMINIS. & THE U. S. OFFICE OF EDUCATION

Mar. 20. 1942

Clearing house on aviation education of the 4 Govt. Agencies(Army, Navy. U. S. Office of Educ. & Civil Aeronautics Admin.)

19 members (11 Gov.)
No women

THE SHERWIN-WILLIAMS DEFENSE CORPORATION

101 PROSPECT AVE., N. W.
CLEVELAND, OHIO

(CONTRACT NO. W-ORD-522)

ADDRESS REPLY
MARION, ILLINOIS



Carbondale, Illinois
January 8, 1942

Miss Mary Anderson, Director
Women's Bureau
United States Department of Labor
Washington, D. C.

My dear Miss Anderson:

We shall look forward to a visit from your representatives. We are not anticipating a great deal of trouble for, although we shall employ a number of women, there is an available local supply that should meet our needs.

Yours very truly

E. E. WARE,
General Manager
Illinois Ordnance Plant

EEW/eg

January 2, 1942

Miss Frances M. Williams
Executive Secretary
American Youth Congress
230 Fifth Avenue
New York, New York

My dear Miss Williams:

I have your letter to me and the copy to the President of the United States in regard to the employment of young people, particularly young girls.

Our program presented to the Labor Supply Committee of the O.P.M. does not make distinctions between the young girls and the women. They are all women whether they be young or old. In that part of the program referring to the training, we particularly urge that women get the training the same as the men and the boys are getting it.

Most of the women now employed in the defense industries are young girls from 18 years of age up. I think not many under 18 years because of the hazardous employment and I think the employer is loathe to employ too young a people. I have gone through a good many of the factories and I find an astonishingly lot of girls being employed. In fact to the extent that women are being employed, the young people have much the best of it. It is the older women that has difficulty in getting employment. I am saying this, not because I am not in sympathy with your view point, I am in full sympathy with you in the employment of young women and the committee in the O.P.M. approved the report but it still has to go before another committee before it can be put into effect. Therefore, there will be another week or two before we can really implement this program, which I regret very much.

Sincerely yours,

Mary Anderson, Director

MA:ml

January 1, 1942

Mr. Harold P. Kurzman, President
Foundation Garment Institute of
America, Inc.
Two Hundred Fifth Avenue
New York, N. Y.

Dear Mr. Kurzman:

There is undoubted need for foundation garments. Many women do not need the muscular support and others may suffer no loss of morale from lack of such a garment. Nevertheless, physicians will testify to the physical need for support in case of maternity care and in various abnormalities and weaknesses.

It is well recognized that the industrial employment of large numbers of women may increase the necessity for support to back and abdominal muscles, since continuous standing or sitting or the fixed postures required contribute to the need for special support. There are reports that women in defense work are calling for good firm corsets of a supporting type. Women who have worn corsets or girdles and brassiers for a number of years would be seriously affected in both health and well being by inability to secure these garments.

In England the need for continued production of foundation garments has been recognized. Increased sales are reported there, of "corrective" and posture-aid types of corsets. The claim is made that women are less tired after a day of hard physical labor when a firm corset is worn. This is said to be true of both slender and larger women.

Sincerely yours,

Mary Anderson, Director

MTM:nh

FOUNDATION GARMENT INSTITUTE OF AMERICA, INC.
TWO HUNDRED FIFTH AVENUE · NEW YORK, N. Y.

Mattert

OFFICERS
HAROLD P. KURZMAN, *President*
LUCIEN T. WARNER, *Vice-President*
WILLIAM ROSENTHAL, *Treasurer*
H. D. ACKLEY, *Secretary*

DIRECTORS
RALPH E. JAMES
The Charis Corporation
D. L. JONES
The Strouse, Adler Co.
MACK KAHN
Artistic Foundations, Inc.
MAX KOPS, JR.
Kops Brothers, Inc.
HAROLD P. KURZMAN
Lily of France Corset Co., Inc.
BENN LEWIS
Lewel Manufacturing Co., Inc.
LUCIEN T. WARNER
Warner Brothers Co., Inc.
SAM YAFFE
Benjamin & Johnes, Inc.

December 27, 1941

Miss Mary Anderson
Women's Division
U. S. Department of Labor
New York, N. Y.

Dear Miss Anderson:

Within the next few days the decision must be made as to how essential foundation garments are to American women.

How important are corsets, girdles, all-in-ones, brassieres, etc. to women, especially those actively engaged in defense work? To what extent do these garments contribute to women's well-being and morale? Are they necessary as a safeguard from fatigue; do they contribute to efficiency in war-time jobs?

We earnestly request your immediate and frank answers to these questions. Your opinion in this connection will be of great value. Your reply will be held in confidence and your name will not be used for publication.

Please write to us at once.

Sincerely,

Harold P Kurzman

HPK:rm

H. P. Kurzman, President

24 mi

CROSS REFERENCE SHEET

Name or Subject: Defense-General --- Gen. Folder

File No.

Regarding: in re Piper Aircraft Corporation Oct 16, 1941

Date

SEE

Name or Subject: Penna Labor Dept --- letter Mrs. Morrow Dec 3, 1941

File No. 287

File cross reference form under name or subject at top of the sheet and by the latest date of papers. Describe matter for identification purposes. The papers, themselves should be filed under name or subject after "SEE."

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347

25

December 14, 1943.

Miss Annette Duchein
Executive Assistant
Spartan Mills
Spartanburg, South Carolina.

War file

My dear Miss Duchein:

We wish to thank you for the prints of the photographs requested and we shall look forward to receiving them as soon as it is convenient for you to have them finished.

Your cooperation is appreciated very much.

Sincerely yours,

erb

Mary V. Robinson, Chief
Information Division.



Spartan Mills

Print Cloths, Broadcloths and Sheetings

Spartanburg, S. C.

W. S. Montgomery,
Pres. & Treas.

December 7, 1943

WOMEN'S BUREAU
DEC 9 - 1943
DEPARTMENT OF LABOR

Miss Mary V. Robinson, Chief
Information Division
U. S. Department of Labor
Women's Bureau
Washington 25, D. C.

Dear Miss Robinson:

We are delighted to send you the pictures of women on men's jobs as shown in the February publication of the Beaumont "E". Our photographer is ill and has been unable to finish these prints. As soon as possible they will be sent to you.

Sincerely,

Annette Duchein

Annette Duchein
Executive Assistant

AD/sg

Files

347



Spartan Mills,

Print Cloths, Broadcloths and Sheetings

Spartanburg, S.C.

W. S. Montgomery,
Pres. & Treas.

January 18, 1943

Miss Mary V. Robinson, Chief
Information Division
U. S. Department of Labor
Women's Bureau
Washington 25, D. C.

Dear Miss Robinson:

We regret the delay in getting these pictures to you. If there is any other way in which we can be of service to you please do not hesitate to call on me.

Sincerely,

Annette Duchein

Annette Duchein
Executive Assistant

AD/sg

P. S. - I am sending under separate cover a book, "Textile Voices," which you may find interesting.

Annette Duchein

21 - (1-21-44)

Beaumont E
bul. 2-15-43

~~107~~
347

January 27, 1942

Miss Annette Duchein,
Manager of Industrial Relations
Spartan Mills
Spartanburg, South Carolina

My dear Miss Duchein:

It is most interesting to know that you are serving as consultant to the Training within Industry Panel of O.P.M. While Mr. Dooley who heads this Committee in Washington has asked that women consultants be placed on the committee, you are the first one we have heard of who has actually been industrial relations manager.

Up to December 7 this Bureau has been struggling to have the importance of women in the defense effort recognized. The pressure against their employment has been so great that even in late November the Office of Education ordered "no training for women save in the old line operations." However, December 7 has changed the picture. But to what extent time only will tell. We believe that the in-training program is most important for we believe women need to be developed as forewomen in most responsible positions to meet the production needs.

At this moment when O.P.M. is no longer in existence and W.P.B. has taken its place, I do not know what the status of the Training within Industry group is. O.P.M. was an independent organization not in the Department of Labor. While we were represented on their National Committee and on Regional Committees, we had the same status as the representatives of the Training with Industry.

Consequently, we have no authority to insist on training within industry for women but are advocating it strongly on every side.

May I make this suggestion? Why not outline a program for the adjustment of women to jobs in the textile industry, submitting it to Mr. C. R. Dooley, Chairman, Training within Industry, O.P.M., Room 3725 Social Security Building, Washington, D. C., and ask whether you cannot assist outside your immediate State in putting this over. If you send us a copy, we will try to bring pressure from this end.

Sincerely,

Bertha M. Nienburg,
Assistant Director

BMN:LW



Spartan Mills.

Print Cloths, Broadcloths and Sheetings

Spartanburg, S. C.

W. S. Montgomery,
Pres. & Treas.

January 12, 1942



Chief of the Woman's Bureau
Department of Labor
Employment Service
Washington, D. C.

To the Chief of the Woman's Bureau:

Some of the Labor Relations Services to which our four cotton mills subscribe have suggested that those of us who might be helpful in the surveys you are making concerning women for work in essential industries get in touch with you.

At present I am serving as a consultant in district #8, Training within Industry Panel of the O. P. M., Department of Labor, and I believe I am the only woman consultant in this district. My business capacity is that of industrial relations manager of our four mills, totaling approximately 4500 employees. One of our mills, Beaumont, is the first cotton mill in the United States turning out materials only for defense. This mill is making a duck for the army. As a result, we have had to pioneer in this section with plant protection, seven day weeks, and quick training programs for the new duck machinery. Further, our mills have done pioneer work for some time in highly organized training, promotion, transfer, and learning programs, as well as coordinated personnel records.

I cannot help but believe that I, as well as some of my women associates in personnel work in our organization, might be helpful in some way to programs for adjusting more women to jobs in the textile industry.

Very sincerely,

Annette Duchein

Annette Duchein
Manager of Industrial Relations

AD/sm

321

November 26, 1943

Mr. Arnold Sahler
2055 McGraw Avenue
New York 62, N. Y.

War file

My dear Mr. Sahler:

Your letter to the Secretary of Labor has been referred to the Women's Bureau for reply. You may not be familiar with the State and Federal regulations governing homework, or with the conditions that have led to these restrictions. For years the most devastating conditions found in industry have grown out of manufacturers' sending work into private homes to be processed. Women and children who were desperately in need of income were exploited by these manufacturers and required to work day and night at starvation wage rates in order to earn a few dollars a week.

Conditions became so bad that many of the States and the Federal Government have passed laws and issued regulations to control or prohibit the employment of women in their homes. New York is one of the States that have homework laws. The processing of the following articles in the home is prohibited: Gloves, artificial flowers and feathers, men's and boys neckwear, men's and boys' outergarments, dolls' clothing, toys and dolls, and articles of food and drink.

Permits must be secured from the State labor departments to do homework in any other industry and handicapped workers may secure permits from the State labor department in the prohibited industries.

Under the Federal Fair Labor Standards Act homework is prohibited in the jewelry, knitted outerwear, women's and children's apparel, gloves and mittens, embroideries, buttons and buckles, and handkerchief industries. Exceptions are for handicapped workers and workers required to care for invalids in the home. Such workers must secure a permit from the Wage and Hour Division of the U. S. Department of Labor.

Because homework has been such an evil in the past, and because the law applies to all workers irrespective of their reasons or motives for wanting to do homework, it would be difficult for the women to whom you refer in your letter to arrange to do industrial work in their homes. It may be that they could arrange with some of the volunteer organizations to do volunteer work at home. This kind of work, of course, would not carry with it compensation. This is one of the situations where the good of the majority must be considered and rules and regulations have been made to protect women workers from unspeakable exploitation and abuse.

Sincerely yours,

Mary Anderson, Director

MA:LS:MNC

2055 Mc Graw Avenue
New York 62, N.Y.
Nov 12, 1943.

Madam Frances Perkins
Secretary of Labor
Washington, D.C.

Dear Madam Perkins;

Among my wife's friends, there are many servicemen's wives. These women have infants on their hands and are forced to stay home in order to take care of them.

I have heard them say that they would very much like to help in the war effort by devoting a few hours daily to some defense work if only it could be done at home and in their spare time.

Can something be done for these women to occupy their time and also augment their income - a homework arrangement that will keep them busy and happy in their work.

Sincerely yours,

Arnold Sahler

RECEIVED
OFFICE OF SECRETARY OF LABOR
NOV 13 1943
AM 9|10|11|12|1|2|3|4|5|6 PM

332

war file

November 24, 1943

Mrs. Boyer's secy called (57), who told her W.B. could write directly, matter Thanks DLS writing

Mr. H. Gary Smith
Shipbuilders Council of America
21 West Street
New York City

My dear Mr. Smith,

We have had referred to us your request of the Department of Labor for information on women's jobs in shipyards.

The Women's Bureau made an on-the-job survey of occupations in shipyards in the spring of 1943, noting especially what jobs were being done by women, the working conditions, and any special problems connected with women's employment. Our agents covered both Navy yards and commercial shipyards, and our sample included yards on the Atlantic Coast, north and south, on the Gulf Coast, and on the Pacific Coast. We are in the process of writing our findings and recommendations, and it will be several months before the printed bulletin will be out. We shall list you to receive a copy as soon as it is available. In the meantime, we are getting out separately, and in quicker time, the section on woman counsellors, and this will be ready in about three weeks time (in multilithed form), when a copy will be sent you.

MT

To answer numerous requests we have had about work women are doing in shipyards, the brief statement enclosed was prepared, a simple listing of the departments where women were found, and the occupational groupings.

I do not know how adequately this letter answers the questions you had in mind, and if there are specific problems on which you would like immediate recommendations I hope you will not hesitate to let me know.

A news story on women welders includes comments on their work in shipyards, and I believe you will find this press release (enclosed) of some interest.

Sincerely yours,

Mary Anderson, Director

rfn

U. S. DEPARTMENT OF LABOR

WOMEN'S BUREAU

To—		From—	Re Attached Please—
	Anderson.		Approve
	Nienburg.		Comment
	Larrabee.		Note
	Benham.		Note and return
	Dern.		Reply
	Erickson.		Draft of reply
	Hyde.		Signature
	Manning.		Would like to discuss
	Mettert.		File
	Pidgeon.		
	Robinson.		Date
	Smith, F.		Note:
	Spring.		
	Stitt.		
	Files.		

OPO 16—24460

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WESTERN UNION

(31)

SYMBOLS

DL = Day Letter
NL = Night Letter
LC = Deferred Cable
NLT = Cable Night Letter
Ship Radiogram

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NEWCOMB CARLTON, CHAIRMAN OF THE BOARD
J. C. WILLEVER, FIRST VICE-PRESIDENT

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1943 NOV 26 PM 5 30

J 332

MISS MARY ANDERSON, DIRECTOR OF THE WOMEN'S BUREAU=

U S DEPARTMENT OF LABOR WASHDC= Aberdeen

PLEASE TELEGRAPH COLLECT GIVING MONTH AND PERCENTAGE OF WOMEN IN SHIPYARDS=

C C KNERR SHIPBUILDERS COUNCIL OF AMERICA.

In Sept. 1943 approx one hundred and twenty thousand women were employed in Commercial yards shops time and one-half for time over 8 hours. Total wage-earners.

Sent Nov 29 43 ORS

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

341

November 22, 1943

Mrs. Bergitta Wilson, Women's Counselor
Solar Aircraft Company
San Diego, California

War file

My dear Mrs. Wilson:

Margaret Kay Anderson, our regional representative on the Pacific Coast, has asked that we send you information on the history of the woman counselor programs at the Western Electric Company at its Hawthorne Works in Chicago. The Western Electric "interviewing program" grew out of a series of test-room studies aimed to determine the effects of shorter hours, rest periods, better light, etc., upon production. The decision of these tests was that the very great increase in production was due primarily to a closer understanding between the supervisor and the girls rather than on the specific condition which the tests aimed to study.

As a result of this decision an interviewing program was instituted in the shops, the interviewer discussing with employees their likes and dislikes in their working environment. This was begun in September 1928. As a result of this program, management had called to its attention many situations among employees that they had not previously recognized. An Industrial Research Division was established in February 1929 to take over the work of interviewing and making test-room studies. While the depression caused a cessation in these experiments, the work was begun again in 1936. At this time a Personnel Counseling Division was established in the Industrial Relations Department with a chief in charge. One counselor was employed for every 300 people, a man for the men and a woman for the women. These counselors had desks in the Industrial Relations Office but spent the greater part of their day in the shops.

Today the supervisor of counseling has 5 or 6 assistants to whom 5 to 8 shop counselors report. The counselor is assigned to a shop only after the shop superintendent desires it. The shop superintendent takes the responsibility of calling his junior superintendents together and introducing the counselor to them and explaining his or her purpose. The counselor gets acquainted with the various shop supervisors, the mechanical processes involved, kinds of work problems the supervisor faces, in fact, gets a good understanding of the technical organization and what the supervisors and employees are doing. He or she also obtains all personal data regarding people in the shop, that is, age, service, previous work history, occupation, labor grades, hourly rates, average earnings, etc. It is the shop counselor's duty to be alert to anything among employees or supervisors that may hinder the smooth performance of the individual or

the group. She may ask to have a worker who seems disgruntled to come to her office, or the workers may come of their own accord. The counselor's sole object is to lead the employee to a clearer understanding of her problems if they are personal, or to see that shop problems are discussed with the supervisor to the mutual satisfaction of both. The counselors at the Hawthorne Works have no authority but from their objective viewpoint, they are expected to bring to the supervisor a better understanding of the difficulties of his workers, to the workers a better understanding of their own difficulties, and through indirect influence to bring worker and supervisor closer together to work out their problems.

* * * * *

You will understand that this system was evolved in a plant that has been in existence for many years. Consequently, they are dealing primarily with workers who had been employed over a continuous period and who lived in homes in Chicago. Therefore, the problems of new workers without previous industrial background, of workers without homes in the area, and of recently advanced supervisors which have arisen in war areas did not have to be met at the Western Electric Company. Under today's conditions in war areas, we believe the counselor must help the worker more directly, both in her shop and in her personal problems although the responsibility for action still rests on the employee and her supervisor.

A short bulletin on this matter will be out within the next week or two, we hope.

Sincerely,

Bertha M. Nienburg,
Assistant Director

BMN:LW

Copy to: M. K. Anderson
Mrs. Webb
Mrs. Wright
Miss Valentine
Miss Smalty
Mrs. Hannick
Miss Ziegler
Miss Erickson
Miss Manning
Miss Wolfe
Miss Bagwell
Mrs. Sater

File
378

November 18, 1943

Miss Helen W. Hallinan, Director
United Service Organizations
for National Defense, Inc.
35 Niagara Square
Buffalo, New York

My dear Miss Hallinan:

Attached herewith is confidential data indicating the approximate number of women in outstanding war plants in Buffalo and the proportion on each shift. There is also given the name of the chief woman counselor in the plants. This is done with the idea that it would be most satisfactory to you if you would confer with these women for they can give you the picture of recreational needs for their workers.

Our schedule data does not include personnel material any longer as our representatives are working primarily on plant problems and time does not permit getting personnel data from the records.

We hope this may be helpful to you.

Sincerely yours,

Bertha M. Nienburg,
Assistant Director

BMN:LW

UNITED SERVICE ORGANIZATIONS FOR NATIONAL DEFENSE, INC.

MEMBER AGENCY—THE NATIONAL CATHOLIC COMMUNITY SERVICE

WOMEN'S BUREAU
NOV 8 1943
DEPARTMENT OF LABOR

USO CLUB
35 Niagara Square
Buffalo, New York
November 6, 1943

Miss Bertha Nienburg, Assistant Director
U.S. Department of Labor
Women's Bureau
Washington, D. C.

Dear Miss Nienburg:

Thank you so much for your letter of November 2nd. It would be a great help if I could have made available to me some information secured as a result of Miss Wright's survey.

It would be helpful to me to know the approximate numbers of men and women employed and other matters relating to the character of the labor force. I am particularly interested in knowing the number of men and women who have come into Buffalo to take employment in war industries. How many of these are single unattached? How do they live in relation to the war plants? What are the numbers on the several shifts? Where do they seek their recreation? How do they feel about company sponsored recreation?

I appreciate the importance of keeping this information confidential.

Thanking you, I am,

Sincerely,

Helen W. Hallinan

Helen W. Hallinan
Director

HWH:mb

177

November 15, 1943.

Miss Mary E. Hullett,
Route #1,
Jay, Florida.

warfile

My dear Miss Hullett:

I have your letter of November 7 and I am glad to give you a little information to answer your questions.

The Women's Bureau stated in July 1942 that women with young children should not be recruited for work. Their first job was to look after their children, and we have told many mothers that they were making their contribution in these wartimes in this way.

Nevertheless, there are thousands of women in war jobs who do have children. It is true also that at the present moment the only labor reserves left in the country are, first, employees in certain civilian industries; it is expected that many of these can be transferred to war jobs where the needs are so critical; and second, the housewives. The War Manpower Commission is trying to make this group aware of the need for them to take employment in those industries where workers are needed so badly. Some of these will be women with children.

Many community facilities must be set up to aid the women who are housewives, mothers, and factory workers, combined. The first effort in this direction was, of course, the setting up of a program for the day care of children, both small children and school age. In some communities the day nurseries under this sponsorship have been well organized and are operating efficiently. In addition to the day nurseries the Children's Bureau has advocated for immediate aid in the situation, the designation of a woman in a block to be the "block mother." I do not know what the situation is in Florida so far as this program for the care of children, but it is a complicated situation in some respects anywhere.

There has been less done for the children of school age. Although I feel sure the more serious citizens in every community are not only aware of the dangers in this situation, but many groups are already in action to work out some solution, constant attention will be needed.

It is true, of course, that in wartime there is considerable disturbance in family life, for each member, and in the exaggerated opportunities for employment offered to young people, that together operate to sweep away what would ordinarily be the normal life of these young people.

I am returning your self-addressed stamped envelope as it will not be needed.

Sincerely yours,

Mary Anderson, Director

MA/DFN/nb

Route one
Jay, Florida
Nov. 7, 1943

WOMEN'S BUREAU
NOV 10
DEPARTMENT OF LABOR

Miss May Anderson
Director, Womans Bureau

Dear Miss Anderson:

A friend of mine, Pvt. Ralph Friedman, suggested that I write to you, for several weeks, Friedman and I have been engaged in a battle of words. It all started when I expressed my objection to mothers leaving their children to look after themselves while they did their "patriotic" part in the war effort by working in defense plants.

According to Friedman, the government should provide nurseries for the care of small children. (I suppose he would have the government also care for school age youngsters.) If the government does not provide for the care of children, it's no fault of "patriotic" mothers who want to help win this war by making guns. Guns indeed! And what about the children, Miss Anderson? What about the future of America?

Said Edgar Hoover: "I am not easily shocked nor easily alarmed; But today, like thousands of others, I am both shocked and alarmed. The arrests of teen age boys and girls all over the country are staggering.... it is an ugly situation..." Should mothers who stay at home and try to prevent such things be called unpatriotic? Why fight this war, Miss Anderson, if that for which we are fighting is destroyed in the process?

There is much war work which patriotic mothers who don't work in defense plants can do. I don't have to go down the list from the American Red Cross to Victory Gardens to see things which they can do. Some of them care for children of other mothers who do "defense" work. Farm women are learning to drive tractors and do other former man's jobs. Are they unpatriotic? In my opinion, a woman should work for the benefit of all concerned regardless of the honor or lack of honor attached to her position. Women in humble positions "unhonored and unsung" may do as much to win this war as anyone else. Do you agree with me?

Yours for victory and the peace which I hope shall follow,

Mary E. Hullett

P.S. You may wonder what I am doing to serve my country. In a time when so many are leaving the profession, for high-paying defense jobs, I am proud to be able to say I am a teacher.

M.E.H.

Files
378

November 2, 1943

Miss Helen W. Hallinan, Director
United Service Organizations
35 Niagara Square
Buffalo, New York

My dear Miss Hallinan:

We are glad indeed to learn that you are interested in recreation for industrial workers. Unquestionably, bringing them in to a recreation program would do much to raise morale.

Mrs. Marie Wright, a member of our field staff, visited a number of Buffalo plants who were concerned with women's employment. As a result of these visits, she filed plant information in our Washington Office. It had not been our plan to assemble this into a report on Buffalo. However, we will be glad to take certain information from these schedules if it would assist you in your organizational job. Would you be interested in knowing the approximate numbers of men and women employed and other matters relating to the character of the labor force? And in problems of transportation, food service, etc., in numbers employed on the several shifts? If so, will you let me know and I will see that the matter is transcribed. Of course, all information must be considered confidential.

Sincerely,

Bertha M. Nienburg,
Assistant Director

BMN:LW

UNITED SERVICE ORGANIZATIONS FOR NATIONAL DEFENSE, INC.

MEMBER AGENCY—THE NATIONAL CATHOLIC COMMUNITY SERVICE

WOMEN'S BUREAU
MAY 1 1944
DEPARTMENT OF LABOR

USO Club
35 Niagara Square
Buffalo, New York
October 29, 1943

Miss Mary Anderson
U.S. Department of Labor
Women's Division
Washington, D.C.

Dear Miss Anderson:

I have recently been assigned to the USO Club at 35 Niagara Square, Buffalo, N.Y. as Director of the Women's Division. This club has been set up to serve both the military and war production workers. In the past, however, not much has been done to involve the industrial workers in club activities, a situation I hope to remedy.

I understand that a worker from your division spent some time in Buffalo recently making a study of the industrial situation here. If the results of this study are available, would it be possible for me to have a copy? I think it would be very helpful to me in the organizational job I have to do.

Thanking you, I am,

Sincerely,

Helen W. Hallinan

Helen W. Hallinan
Director

HWH:mb

338
War file

October 30, 1943.

Miss Rosamond Sherwood
Stockbridge, Massachusetts

Dear Miss Sherwood:

It is my turn to ask your forgiveness for my delay in replying to the very interesting and illuminating letter you sent me about your experiences in the General Electric Plastics Plant. I suppose we are all bogged down these days by the immediate pressure of our war jobs - wherever and whatever they may be.

I want first to salute you for both your spirit and your grit - and next to express my appreciation of your excellent analysis of the situation and your appeal for a better understanding of the "defense worker".

Your letter is a particularly valuable one because your approach, being different from that of the typical industrial worker makes an impression on certain kinds of people - pr in fact on everyone. Last evening in a talk on women as war workers, which I gave before a group of college alumnae in Baltimore -- a city full of industrial war workers -- I was glad to have your letter to read. After my talk, a college professor commented particularly on the points you made for the workers. She said the public needed to jear just that.

I have also shared your letter with other members of the Women's Bureau staff, and expect to make further use of it whenever occasion offers.

I thank you immensely for the time and trouble you took to write down your ideas. I shall hope to have the opportunity to meet you and hear more of your war efforts. If you ever come to Washington please let me know.

Very truly yours,

Mary V. Robinson, Chief,
Information Division.

MR

Miss Robinson

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
WASHINGTON

This letter is from Rosamond Sherwood (sister of Robert Sherwood, the playwright) who took a job in a war plant. She makes some interesting statements.

~~Anderson~~
~~Benham~~
~~Bidgeon~~
~~Stitt~~
~~Erickson~~
~~Spring~~
~~Hyswander (you have probably read this)~~
~~Lyddane~~
~~Bland~~
~~Hyde~~
~~Nienburg~~
Return to Robinson
~~Crowell~~
~~Hanna~~

Stockbridge, Mass.
Sept 30th, 1943

My dear Miss Robinson:

Please forgive me for not answering, before this, your letter on the subject of encouraging more women to take war jobs. My only excuse is that the subject is such a vast one, I have put off writing in the hopes of finding enough time to properly discuss the matter. However, the right moment never seems to arrive so, if you will forgive me, I will merely jot down some of the things which occur to me.

To begin with, I have been working in the General Electric Co. Plastics Plant at Pittsfield, Mass. for fourteen months as a chemists' assistant. I went into this job for purely patriotic reasons and was greatly shocked to find that of some 15,000 fellow workers, I seemed to be the only one working there for that motive alone. In fourteen months, I now know of three others who have taken such jobs from a sense of duty, rather than from the idea of "easy money." I do not mean by this that the average worker is not patriotic, but one must conclude that

the American woman has never been made to realize, and is ignorant of the fact, that such work *is* a patriotic duty.

2* With many women workers now leaving their jobs and others reluctant to take them, why not be realistic and appeal to them by saying something such as this: "Take an industrial job now or it will be necessary to draft you* the country must have (?) women at work by (?) or there will be a production lag which will seriously hamper the progress of our armed forces.* 3 the work is hard and calls for stamina and many sacrifices on your part. You will not get rich but you will make a living, and your reward will be the satisfaction of knowing you are doing one of the most necessary and difficult services towards shortening the war."*

Most women are frightened of factories and consider them a mysterious world in which they could never be a part. Some feel they would not have the skill or stamina for the work. (This point is well covered in your excellent pamphlet.)

others find it difficult to dispose of personal responsibilities, or think themselves too well educated for the work, while almost all are afraid of being frozen in an uncongenial job.

The sad truth is that women would rather do anything than factory work, and for this they can hardly be blamed as it is a hard life with meagre rewards. There are all the publicized difficulties such as: transportation, bad housing, fatigue, lack of shopping time, lack of time to housekeep and take care of one's family — in short, lack of time. There is no glamour or encouragement and contrary to the public conception, the average wages barely meet present soaring prices and taxes.

To digress slightly, the poor old defense worker is an alarmingly tired, stale and discouraged specimen. He would be pathetically grateful and refreshed by having a pat on the back and being told he was doing a good job. He really wants to work hard but monotony, complete lack of recreation

and the general feeling that he is unpopular is getting him down. Much could be done to improve this situation from the management end, but more could be done by giving the public an idea of what the defense worker is up against and what he is accomplishing. There has been too much cheap glamourizing of the jobs, too much talk of the piles of money he makes, too much lambasting from all sides. I truly believe that production would soar and many new workers would flock in, if the public could be made to understand that the defense worker is doing a hard, bitter job which is as necessary to victory as the glorious feats of our armed forces.

My own experience has been rich, gratifying and everlastingly interesting. Being in a humble job, I have had the opportunity of talking on an equal basis to hundreds of fellow workers and hearing their opinions. There is also the gratification

of knowing that each day one is contributing something tangible towards the shortening of the war.*

It is distressing that, in these times, it is so difficult to convince people of the necessity of taking war jobs, and I would conclude the rambling observations in this letter by suggesting three points which seem important to me. First: a redistribution (not a shortening) of hours, to allow the worker time for necessary outside duties and recreation. Second: a national publicity campaign, giving a realistic picture of the work to be done and the average wage to be expected. Third: a similar campaign glorifying the defense worker, or at least elevating him to a position of dignity.

I shall be most interested

to hear from you again. If any experience I may have had can be of use to you, please let me know.

Very Sincerely yours

Rosamond Sherwood

227

25

October 28, 1943.

Mrs. Marion B. Luitweiler,
88 Morningside Drive,
New York City, N. Y.

War file

My dear Mrs. Luitweiler:

Thank you very much for sending me a copy of your letter to P. M. It was a good letter and I hope you get a reply.

I do not know Mr. Michie, but he was obviously in a sour frame of mind when he sat down to write his piece. We called the Manpower Commission and got in touch with the Women's Advisory Committee to find out what occupational analysis Mr. Michie referred to as being made by its Women's Bureau. We could not trace this so I do not know yet where he found these correlations between housewifely duties and factory occupations.

Sincerely yours,

MA/EFH/nb

Mary Anderson, Director.

Mrs Ingwersen -

Miss A
thinks Miss Leitweiler's
letter is very good
& probably sufficient.

LC

MARION BASSETT LUITWEILER
88 MORNINGSIDE DRIVE
NEW YORK
MONUMENT 2-0063

Oct 20, 1943.

Miss Mary Anderson
Women's Bur
Wash D.C.

WOMEN'S BUREAU
OCT 22 1943
DEPARTMENT OF LABOR

Dear Miss Anderson,

You may be interested in the enclosed article from P. M & my letter to them.

Could I have a copy of the report referred to in this article.

Sincerely yours,

(Mrs.) M B. Luitweiler
Marion

Cake-Makers, Diaper Demons Bound to Succeed in War Plants

By CHARLES A. MICHIE
PM's Bureau

WASHINGTON, Sept. 29.—Any woman who can throw a cake together and has a working knowledge of what to do with a diaper is of more use in war industry than an able-bodied male who has spent the better part of his life doing this to a typewriter.

The War Manpower Commission's Women's Bureau has wound up an occupational analysis which proves that the gals' household skills make them a heap more valuable around a war plant than a lot of the men who earn the family income.

Any dame who is sharp enough to be able to follow a recipe for devil's food cake can take care of herself loading a six-inch shell from the same type of directions, the survey says. No data was provided to show how the shell would act if this dexterous housewife made the kind of a mistake that causes the cake to fall flat in the oven.

Any woman who can pack a suitcase can pack a parachute, the people who made the survey announce blithely, knowing all the time that they're not going up in any airplanes.

Dishwashing Helps

If a woman is a good dishwasher—not necessarily an enthusiastic one, just good—she'll be handy around a plant where brass castings have to be cleaned of dirt and grease, it is disclosed. Or she might take a job in a dairy washing bottles, the report adds with what we consider unwarranted optimism. If she can sew a fine seam she can go to work tomorrow making soldiers' uniforms or putting fabric on aircraft wings.



Any woman who can cook the meals for the man she is so much better than, is capable of snaffling a good job in a war factory cafeteria, a bakery or a cannery. This one gives rise to the ugly suspicion that it was a bunch of female women who made this survey. Catch a man working himself into a spot where he'd have to go home after work and dine on a can of sardines.

Wrong Again

Wash and iron? Take a job in a laundry. Make beds? Become a nurse's aid. Bathe a baby? Industrial plants and stores have nurseries nowadays. And all the time, you spoiled women thought your household tasks were drudgery. See how wrong you were?

Looking back over all these jobs, the Bureau says a frail woman can perform better than a man, I don't see one a man would want as a matter of fact. So if they can load a shell better, clean castings of dirt and grease better, wash babies better and make beds better—and now I'm absolutely convinced they can—let them go to it, bless 'em.

P. M. Sept 29, '43

Break to Algiers Govt.

By Alexander H. Uhl
PM's Foreign Editor

WASHINGTON, Sept. 29.—In spite of all the harsh things about De Gaulle that were spewed out by Washington's pipelines a few months ago, there are increasing indications that both London and the State Dept. have become reconciled to the inevitable and will soon give the French Committee of National Liberation a better break than it has been getting in the past.

French circles in Washington say relations are almost embarrassingly cordial and that they believe now that the worst differences are over. By slowly plugging along the Commmittee has been able to get its way on most things. The latest is the announcement of the appointment of Paul Le Gentilhomme, an early De Gaullist, to the newly created post of Commissioner for National Defense. (*See Below.*)

De Gaulle has been insisting all along that such a post should be established on the grounds that France's military leaders should be subordinate to civil authority. This was first violently opposed; today it is a reality.

Most of all, French officials point to developments on Corsica as setting a pattern for what can be expected in France proper. They stress that it was the French underground, which has been growing stronger daily, which set the stage for the surprisingly weak resistance of that island to the Allies.

There have been two striking developments in the Corsican situation.

The first was the spontaneous demonstrations of the Corsicans against the Vichyites. At least 23 collaborationists were arrested in Ajaccio while the Vichyite prefect was promptly tossed out of office and sent to Algiers. He was succeeded by a prefect appointed by the committee.

In large measure the same pattern of events is expected to take place in France when invasion comes. That is, Vichyites will be tossed out and committee-selected replacements will take their places.

The second development is the sudden emergence of French women in the Corsican political scene. French women have never had the right to vote or hold political office. Under Petain they were pushed even farther back in the picture in accordance with the fascist idea that their chief function was breeding children for the state. Now, quite spontaneously, women have been elected to fill municipal councillor's jobs in Corsica.

French Unity Is Strengthened

The appointment of Gen. Paul Le Gentilhomme as Commissioner of National Defense was believed today to have restored the harmony to the French Committee of National Liberation which had been disturbed by the conduct of the Corsican campaign.

Le Gentilhomme was given full control of all French forces, except those actually in the field. The latter will be under the command of Gen. Giraud.

This action, while it appears to split once more the troops which had been consolidated under Giraud, actually unifies the army, since it gives the Committee the power to decide how many troops can be placed in the field. Giraud is thus dependent on Le Gentilhomme's recommendation to the Committee.

88 Morningside Drive
New York, New York
September 30, 1943

Dear editors,

An article should be printed somewhere entitled "P.M. believes in the three Ks for women." Your article entitled, "Cake-Makers, Diaper Demons Bound to Succeed in War Plants" by Charles A. Ritchie (in Sept. 29, '43 issue) presents this theory in sparkling language. He doesn't approve of women's limitation to the kitchen and kinder in the home, he holds that the kitchen of industry is also their proper place. The factory jobs at which women are showing themselves unusually capable, men would not want anyway he says, "So if they can load a shell better, clean castings of dirt and grease better --- let them go to it, bless 'em."

The study of The War Manpower Commission's Women's Bureau analysis which "proves that the gal's household skills make them a heap more valuable around a war plant than a lot of men--" seemes to have gotten under Charles Ritchie's skin for he had liked to think with typical male superiority that men were more capable in practically everything. He grants in conclusion that this government study does indicate that women are proving superior in certain factory processes so he says in effect, sour grapes. But he also has an "ugly suspicion that it was a bunch of <u>female women</u> who made this survey." Why "female women?" This sounds like some big business man who says "I have an ugly suspicion that that study showing that workers are capable of dealing with management problems was made by a bunch of communist workers."

The liberals of England at the time of the Holy Roman Empire when the Roman conquerors ruled over the Anglo-Saxons probably centered their attention upon the domination of the Romans. They did not conceive that the great human problem was domination of powerful groups of all kinds over others. In the late middle ages the liberals centered their attention on the domination of the Catholic Church over the Protestant. And today it seems the liberals center theirs on the domination of business-industrial moneyed groups over the workers, still oblivious that the major human problem is a network of groups in advantageous positions pushing others around. The gentiles love to wield their power over the Jews; the

white races over the orientals and men, over the women. Each dominating group is absolutely confident of its superiority as justification for its more powerful position.

The more powerful groups build up stereotypes of the characteristics of their subjugated people. Many gentiles call the Jews "shrewd and crafty" with no feeling that this attitude need proof. The men call women "spoiled" (as does Charles Ritchie) equally confident this needs no proof. The division of labor is arranged by the dominant group confidence that those who are subject to their commands could not carry the higher type and more interesting jobs which those in power hold. This is true of whites versus negroes, as well as men versus women and other groups.

P.M. writers are disturbed, as are most of us, over the difficulty of getting our business magnates to understand the frustrations and the handicaps which are placed upon the common man. Those in power have always turned a deaf ear to the needs of those under them. It seems that the P.M. writers however have not yet realized that they as "male men" are in the position of advantage as regards the opportunities of men and women in our economic life and show signs of being equally callous to the frustrations of women for greater security and more interesting fields of work. The writers of PM are "sniper snaper" fellows who don't know their place according the industrial royalists; just as women are "spoiled" females who audaciously make government, studies of men and women's work according to male royalists.

P.M. seems free of anti-negro and anti-semistic sentiments. It would be a move forward into real breadth of vision if it could also free itself of anti-women attitudes.

Sincerely yours,

COPY

check before giving out

October 28, 1943

TO: Norman Cold, Chief of the Civilian Food Requirements Division, Food Distribution Administration
FROM: Mordecai Ezekiel, Economic Adviser to the Secretary

SUBJECT: Food Facilities for Women Workers

Absenteeism and heavy labor turnover are increasingly difficult problems in war industry centers. This is aggravated by the increasing dependence on women workers, who now compose over half the civilian working force. In many war plants, half the women are married. Household difficulties are major reasons for the heavy absenteeism and high turnover rates among women. (Note attached exhibit.)

Under present conditions, working mothers must (a) work full hours in war plants, (b) spend more hours getting to and from jobs, (c) spend long hours shopping in crowded stores, and (d) spend hours on home duties, largely preparing meals. This memorandum puts in writing some of the ideas we discussed yesterday, after Mr. Blumberg checked them with Holland and Davenport.

If the Nation really needs them as workers, it must take steps which will reduce the excessive burdens which now limit their effectiveness as workers. Efforts toward this end already include (a) provision for aid in daytime child care, both in nursery schools and after-school child care, (b) provision for school lunches for children, and (c) provision for in-plant feeding. The one area where little has been done is in relieving the burden of buying food and preparing meals for themselves and their families for the morning and evening meals.

My suggestion here is that, in addition to accelerating the efforts already underway, we try to see what can be done, in cooperation with local business and community leadership, to provide means by which women war workers can buy the food for themselves and their families ready-cooked and ready to eat, at a cost which makes it possible for those who care to do so to buy their food this way a large part of the time.

Since over-all adequacy of food is not a problem for the families of most women workers, under present ample U. S. supplies and rations, it is suggested that O.P.A. be requested to authorize the establishment of "American War Workers' Cafeterias," under the following conditions:

(1) Only working women and their families will be permitted to patronize them.

(2) Ration stamps will be collected for meals, and will be used by the restaurants to acquire food. They will not share in present restaurant food allocations.

(3) Meals offered will be adequate nutritionally, under standards established jointly by OPA and WFA, and will be sold at OPA-approved ceiling prices. (Something like 25 cents for breakfast, 40c for lunch, and 50c for supper.)

(4) Restaurants will be located in workers areas not adequately supplied with eating places to meet demands at these prices.

Private restaurants could operate as part of this program wherever they were willing to meet the conditions.

This program might be greatly speeded up by using the existing school lunch facilities as feeding centers, perhaps under Parent-Teachers' Associations or other local community sponsorship. In plants operating on single shifts, in-plant facilities might also be used for these purposes.

The program might be set up so as to provide both pre-cooked meals, to be carried home and eaten there, and regular cafeteria or restaurant facilities. In-plant feeding facilities especially might be used to prepare pre-cooked suppers which could be carried home by workers at the end of their shifts. Apparently commercial restaurants would not oppose pre-cooked meals as much as full meal service. Opposition may also be expected from retail stores. In congested defense communities where both stores and restaurants are overcrowded and unable to provide adequate service, it might be possible to develop services of this sort without too much opposition from commercial interests.

The appendix summarizes some of the facts showing the need for action to reduce the burden on women workers.

Exhibit on Basic Facts

1. Employment of men is going down; employment of women is generally up but slipping off in recent months. Non-agricultural employment in millions of workers is as follows:

	July 1940	July 1942	Sept. 1943
Men	27.0	30.2	26.7
Women	9.8	12.1	14.5
% of workers women.	27.0	29.0	35.0

The flow of women into war industries is especially large. Considering women factory workers only, in the airframe industry the increase is from less than 4,000 to over 250,000; in the shipbuilding industry, it is from practically zero to over 100,000.

A study of 35 war plants indicates that in the first eight months of 1943, on the average, half of the women then employed were married. Where there were approximately 1 million married women factory workers before the war, there are now more than 2 million.

2. As a result, separations and absenteeism are increasing since they are most prevalent among women. A study by the Women's Bureau of 5 war plants indicates that approximately one-fifth of the absences and separations of women can be accounted for by home obligations, another fifth by illness, and the remaining three-fifths by a large number of other reasons. Another study by this same group covered 42 war industry plants in 17 States which employed approximately 70,000 women. Each plant reported the major reasons for women's separations. Half of the separations were due to home obligations, one-eighth to illness, while the remaining three-eighths were due to a variety of other reasons.

3. The character of the breakfasts eaten by women war workers is indicated by a survey just completed at Peoria, Illinois and Evansville, Indiana. It agrees with other similar surveys made in the Northwest and Canada. Customarily one-fifth have no breakfast or just coffee, another fifth take fruit or juice, more than another fifth have some protein food but no fruit or juice, while the balance, less than two-fifths, have reasonable breakfasts. In a West Coast plant, 293 workers were surveyed and it was found that 84% of the women factory workers were eating poor breakfasts, while 40% of the men had insufficient breakfasts.

In the same West Coast plant, 62% of the women workers who ate in the cafeteria were not eating a good lunch, while of those who brought packed lunches, 92% were inadequate. This poor lunch situation is confirmed by a Women's Bureau survey of 183 plants. It indicates that 14% allowed less than 30 minutes for lunch. In crowded war plants, a half-hour is insufficient time to get to an eating place, stand in a long cafeteria line, and to eat a proper meal. These facts indicate the need for at least a good hot nutritious dinner.

In Peoria, one-quarter of the war workers already are eating one or more meals per week in a restaurant; while in Evansville, two-fifths of the workers eat dinner out this much. Reasons for eating in restaurants like "too tired to cook, want to relax," "No one has time to cook" , "Hours of work are too irregular" a ccount for one-fifth of the restaurant eating in Evansville and about one-tenth in Peoria. Ordinarily, restaurants provide food only for occasional special meals, while prevailing prices make regular dependence on existing restaurant facilities too expensive for most families. Served hot dinners are thus a solution to the war nutrition problem already resorted to by some war workers.

DEPARTMENT OF LABOR

Mr. Barnaud, Conciliation Service, telephoned Oct. 26th regarding this telegram. He said the Conciliation Service has assigned Conciliator Monroe to this case. He will look into the situation and see if it something they can handle.

IHS

No. 203 GPO 16—18507

ROUTING SLIP
Office of the Secretary

To--

Mr. Amis
Miss Anderson
Mrs. Beyer
Mr. Demorest
Mr. Dodson
Mr. FitzGerald
Mr. Hinrichs
Miss Jay
Miss LaDame
Miss Lenroot
Mr. Lubin
Mr. Maggs
Mr. McComb
Miss Perkins
Mr. Smith (Personnel)
Mr. Steelman
Miss Thompson
Mr. Tracy
Mr. Walling
Mr. Zimmer

Prepare reply for Secretary's signature
For direct reply
Furnish Secretary with copy of reply
For attention
For your information
For memo
For approval
For initials
For file
For signature

Return to _____

Remarks _____

Northwest Airlines

261

RECEIVED
OFFICE OF SECRETARY OF LABOR
OCT 26 1943
AM 9|10|11|12|1|2|3|4|5|6 PM

4

War file

WOMEN'S BU
OCT 25 19
DEPARTMENT OF LA

W4 (NINE) NL

STPUAL MINN OCT 24 1943

SECRETARY OF LABOR FRANCES PERKINS

WASHN DC

WE THE UNDERSIGNED PROTEST THE ABOLISHMENT BY THE NORTHWESTRAIRLINES MODIFICATION CENTER OF ALL REST PERIODS WHICH HAVE BEEN CUSTOMARY SINCE THE FIRST WOMEN BEGAN WORKING HERE IN JULY 1942 WE ALSO PROTEST THE UNJUSTIFIED TERMINATION OF THE FIRST FOUR WOMEN WHO WERE DISCHARGED ON OCT 21 1943 AT 2:00 PM FOR HAVING TAKEN THEIR REST PERIODS WE DEMAND THAT THESE WOMEN BE REINSTATED AT ONCE WITH ALL SENIORITY RIGHTS AND CLASSIFICATION RESTORED AND PAID FOR ALL TIME LOST WE FUTHER DEMAND THAT THE GOVERNMENT INVESTIGATE THIS PLANT THOROUGHLY AND END ALL THE IRREGULARITIES AND UNFAIR LABOR PRACTICES IMPOSED ON THE EMPLOYEES WHO REFUSE TO JOIN AND IGNORE THE COMPANY-SPONSORED UNION IF THESE REQUESTS ARE NOT ENFORCED BY YOU AND CARRIED OUT BY THE NORTHWEST AIRLINES AT ONCE WE THE MAJORITY OF THE WOMEN WORKERS WILL TAKE OTHER ACTION SIMILAR TELEGRAM TO MARY ANDERSON OF THE WOMENS BUREAU AND THE TRUMAN INVESITGATING COMMITTEE

KATHLEEN PERRON HELN BERG FRANCES WEBER ESTHER SEYDEL ETHEL RONNING MARAGARET M EAULING BEE GIBSON

REGINA MIKOLAI ROSE FASCIANA GRACE LUNDIN VIOLT KRUSE LORRAINE HOMQUIST NEVA WARREN BETTE BERY DELIA BIEHLER IRENE GRIFFIN HELEN MICHALSCI INVONNE J LAPLANTE DOROTHY BAIER DOROTHY SKWIRA ERMA MOYER ELEONORA BAUER ANN J STOCKEY AGNES GUERIN MILDRED KEARTON MADALYNE PAGEL HELEN FISHER GRAYCE I TULL MARY ANN KRYSPIN ESTHER SCHEIBER MACY GROBEUS ALMA WVE GLADYS BKALINSKY JANE C BENNETT MILDRED LIND KATHERINE SEBASTIAN IDA BAVCOK PATIENCE HOLTMEIER LORRAINE WBER MARGARET BLASENA AMELIA RICCERS BETTY FIDLER BERNADINE WALZ LILLIAN TUFENK MARJORIE BRAMAN ROSE THOMAS LILY SPENER ROSE ONETTI LOUIS MCDONALD MABEL DDMRO ISABELL FITZPATRICK L C WESTROM CAROLINE STIFTER MARINE CURRIERELLA M C BOYZEY CATHÉRINE JOTKA E FROGGETT H E HALL CLEONE NEWTON MARTHA M STALL MYRTLE RIVAS J PETERSON.

10P

CLASS OF SERVICE

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WESTERN UNION

1220

SYMBOLS

DL = Day Letter
NL = Overnight Telegram
LC = Deferred Cable
NLT = Cable Night Letter
Ship Radiogram

A. N. WILLIAMS, PRESIDENT
NEWCOMB CARLTON, CHAIRMAN OF THE BOARD
J. C. WILLEVER, FIRST VICE-PRESIDENT

The filing time shown in the date line on telegrams and day letters is STANDARD TIME at point of origin. Time of receipt is STANDARD TIME at point of destination

WM6 NL=STPAUL MINN OCT 25

1943 OCT 26 AM 9 16

MARY ANDERSON=

DEPT OF LABOR WOMENS BUREAU=

WE, THE UNDERSIGNED, PROTEST THE ABOLISHMENT BY THE NORTHWEST AIRLINES MODIFICATION CENTER OF ALL REST PERIODS WHICH HAVE BEEN CUSTOMARY SINCE THE FIRST WOMEN BEGAN WORKING HERE IN JULY 1942. WE ALSO PROTEST THE UNJUSTIFIED TERMINATION OF THE FIRST FOUR WOMEN WHO WERE DISCHARGED ON OCT 21, 1943, AT 2:00 PM FOR HAVING TAKEN THEIR REST PERIODS. WE DEMAND THAT THESE WOMEN BE REINSTATED AT ONCE WITH ALL SENIORITY RIGHTS AND CLASSIFICATION RESTORED AND PAID FOR ALL TIME LOST. WE FURTHER DEMAND THAT THE GOVERNMENT INVESTIGATE THIS PLANT THOROUGHLY AND END ALL THE IRREGULARITIES AND UNFAIR LABOR PRACTICES IMPOSED ON THE EMPLOYEES WHO REFUSE TO JOIN AND IGNORE THE COMPANY-SPONSORED UNION. IF THESE REQUESTS ARE NOT ENFORCED BY YOU AND CARRIED OUT BY THE NORTHWEST AIRLINES AT ONCE, WE THE MAJORITY OF THE WOMEN WORKERS WILL TAKE OTHER ACTION. SIMILAR TELEGRAM TO SECRETARY OF LABOR FRANCES PERKINS AND THE TRUMAN INVESTIGATING COMMITTEE=

1942 OCT 21 1943 AT 2:00 PM.

END SHEET ONE.

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

CLASS OF SERVICE

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WESTERN UNION

1220

(13)

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A. N. WILLIAMS, PRESIDENT
NEWCOMB CARLTON, CHAIRMAN OF THE BOARD
J. C. WILLEVER, FIRST VICE-PRESIDENT

The filing time shown in the date line on telegrams and day letters is STANDARD TIME at point of origin. Time of receipt is STANDARD TIME at point of destination

WM6 SHEET 2 STPAUL MINN ANDERSON WASHDC=

IRENE GRIFFIN HELEN MICHALSKI UVONNE J LAPLANTE DOROTHY BAKER
DOROTHY SKWIRA ERMA MOYER ELEONORA BAUER ANNA J STOCKEY
AGNES GUERIN MILDRED KEARTON MADALYNE PAGEL HELEN FISHER
GRAYCE I TULL MARY ANN KRYSPIN ESTHER SCHEIBER MACEY GROVEUS
ALMA EVE GLADYS BAKALINSKY JANE C BENNETT MILDRED LIND
KATHERINE SEBASTIAN IDA BABCOCK PATIENCE HOLTMEIER
LORRAINE WEBER MARGARET BLASENA AMELIA RICKERS BETTY
FIDLER BERNADINE WALZ LILIAN TUFENK MARJORIE BRAMAN ROSE
THOMAS LILLY SPENCER ROSE LONETTI LOIS MCDONALD MABEL DEMRO
ISABEL FITZPATRICK L C WESTROM CAROLINE STIFTR MARIE
CURRIER ELLA M K VOYZEY CATHERINE JOTKA E FROGGETT H E HALL
CLEONE NEWTON MARTHA M STILL MYRTLE RIVAS J PETERSON=

NAME IN SG PER CY=

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

171

. 25

War file

October 23, 1943

Mrs. Angela D. Holmes
125 Main Street
Westfield, Massachusetts

Dear Mrs. Holmes:

Your letter to the Office of Education, in the Federal Security Agency, has been referred to the Women's Bureau.

The authority for statistics on marriage is the U. S. Bureau of the Census, which publishes a series called "Vital Statistics, Special Reports," begun in 1939, but following earlier statistics that they published along these lines. These reports give data on number of marriages in the 28 States in which marriages are centrally registered. They show residence, month of marriage, type of ceremony, age, race, and previous marriages. The latest report is dated May 1943 and gives statistics for 1940, so that it will not be helpful at the moment for your immediate purpose.

There probably is as yet no centralized place where you could obtain information of so current or late a character as you desire for the country as a whole. Some information would be more likely to appear from time to time in local newspapers, such as an item from The Washington Post of October 21, which I enclose. Very much to your purpose would be local items citing community conditions. A series of such articles available as a pamphlet, "America's Home Front," by Agnes E. Meyer of The Washington Post, is a report of her findings on a trip to many communities in all parts of the country in the first half of 1943. The booklet costs 25 cents, and can be obtained by writing to the Washington Post, Washington, D. C.

At the risk of referring to material you already have used, I would suggest as other sources that the files of various magazines should be consulted, such as The Survey and Survey Graphic, The Journal of Social Forces, Social Science, The American Journal of Sociology, The American Sociological Review, and possibly The Annals of the American Academy of Social and Political Sciences. You probably could fix an exact limit to the period you wish to cover and consult such magazines for that period of time. The Fortune magazine, for August 1943, contains the report of a survey which gave some statements as to current attitudes toward marriage.

Massachusetts is one of the 28 States that has a central reporting of marriage data. You might be able to obtain these by writing the proper authority in the State. Perhaps your library could tell you what this authority is and possibly how recent a period their latest data cover.

You might decide after making a discussion of the background for your subject to make a more detailed study in one State as a sample, depending on the scope of your paper. Or you might begin with a paper devoted to one State and later expand this into a fuller thesis if that fits in with your plans.

You will note that the Bureau of the Census has not computed marriage rates. Such rates have been computed by Dr. I. M. Rubinow, through 1932. The same method used by him for this computation is cited in the attached extract from his work. His report is a basic one on this subject. Perhaps you can get it from your library or perhaps they can get the loan of it from some other library. At the time he was working on this material he also published an article in the Current History magazine, for November 1928, which may be available to you.

Enclosed also are the rates Dr. Rubinow gives as computed per 1,000 females in the population, aged 15 and over. He also computed rates per 1,000 males and on 6 or 7 other bases, but the trends shown appear similar. The rates here enclosed give an interesting picture as to the period of World War I: During 1916 and 1917 there was a large advance in the marriage rate; in 1918, the overseas period, there was a sharp decline; in 1919 and 1920, the period after the war, there was an enormous increase.

There probably has been considerable study of the situation in World War I which would give some indication of what may be occurring today, perhaps on an accelerated scale. I enclose a brief excerpt along these lines taken from the book by Ernest R. Groves, "The American Woman." Also, certain of the war trends may be largely accelerations of trends occurring over a longer time period.

Hoping some of this discussion and information may prove of value to you,

Very sincerely yours,

Mary Anderson, Director

Enclosures
MAP:ml

Federal Security Agency
U. S. OFFICE OF EDUCATION
Washington

REFERENCE MEMORANDUM

Date October 19, 1943.

To Woman's Bureau,
U. S. Department of Labor,
Washington, D. C.

The attached communication from

Mrs. Angela D. Holmes,
125 Main Street,
Westfield, Massachusetts.

is referred to you for consideration.

That portion of the communication pertaining to this Office has received attention.

Correspondent has not been advised of this reference.

(Sgd.) Edith A. Wright

Librarian.

MAILS & FILES
U.S. OFFICE OF EDUCATION

1943 OCT 18 AM 7 46

WOMEN'S BUREAU
OCT 20 1943
DEPARTMENT OF LABOR

125 Main Street
Westfield, Massachusetts
October 15, 1943

Bureau of Education
Department of Labor
Washington, D.C.

Gentlemen:

I am doing graduate work at Springfield College, Springfield, Massachusetts, and am writing a paper on "The Effect of the War on Marriage", which includes the rise or decline in the marriage rate; reasons therefor; and the problems facing the wife of a soldier.

I would very much appreciate it if you could furnish me with any statistics that you may have on the above subject, or any pamphlets connected with the disruption of marriage as caused by military service, and the resultant problems.

If you do not have such information, I shall be grateful for any advice as to where it may be obtained.

Thanking you in advance, I remain

Very truly yours

(Mrs.) Angela D. Holmes

Angela D. Holmes

312

October 12, 1943.

Mr. Charles A. Roberts,
6509 Wheeler St.,
Oakland 9, California

war files

My dear Mr. Roberts:

We have your letter of October 1, and I am sending you, first of all, a list of the Women's Bureau war publications so you will know what kind of surveys we make and the extent of our activities. Press releases on some of our recent bulletins and pamphlets are enclosed. We are adding your name to the mailing list so you will receive notice of our future publications.

The work of the Women's Bureau, in a nutshell, is concerned with the following war problems of women workers: Their working conditions in war plants, and living conditions in congested areas as they relate to the welfare, to the women, and their families, and to war production - with special attention to health, safety, absenteeism, and labor turn-over of women. We are also greatly concerned with questions of the post-war status and employment of women as is indicated in the enclosed articles on post-war employment of women.

A bibliography on the subject of women workers would prove to be very lengthy in view of the wide attention given this, by magazines and authors. I believe the public library can assist you here. For early writings in this field you will be interested in a bibliography published by the Library of Congress, and a most selected bibliography was issued by the Cleveland Public Library. We do not know of any such lists that is up to the minute.

Government agencies concerned with the recruiting and placing of women are the War Manpower Commission and the U. S. Civil Service Commission. The Women's Bureau is the Government agency authorized to investigate working conditions and to recommend standards in this field and the bureau is also authorized to make investigations of employment opportunities. Our occupational surveys report our work along the latter lines.

Some of the topics you mentioned come under the U. S. Children's Bureau and we are fowarding a copy of your letter to that agency (nursery school and juvenile delinquency).

Some of your other questions are definitely sociological and I do not know of any Federal agency making surveys in this field.

If you have any questions after reading the material we are sending or along any other line you think we might be able to give help, I shall be glad to have you write me again.

Sincerely yours,

Mary V. Robinson, Director,
Information Division.

MVR/EFH/nb

6509 Wheeler Street
Oakland 9, California
October 1, 1943

10/11/43

fcd

Miss Mary V. Robinson,
Director of Information,
Women's Bureau
Department of Labor
Washington 25, D.C.

Dear Miss Robinson,

The purpose of this letter is to try to get a list of sources of information about women's problems in war time. Mr. Arthur L. Zagat, Magazine Bureau of the OWI, referred your name to me in this connection.

My profession is that of magazine writer. I wish to handle women's war time problems in my stories, and to present sound exciting solutions which will jibe with the war effort.

A bibliography of books or magazine articles would assist. Likewise a list of government agencies providing information about such problems.

Card for 350

My difficulty is that I do not know what women's problems exist, nor the concrete details.

I am interested in all types of problems created by or accentuated by the war. The following examples will show the range of my interest:

Mother's and child's adjustment to a nursery school.
War time causes of Juvenile Delinquency.
Young wive's handling of the big wages question.

And in the field of romantic love:
Problems of young married couples separated by the war.
Problems of girls engaged to soldiers from whom the girls are separated.

I hope this went not checked as sent when need is file. To Long afterward remember. P.S.

These examples are only to show the scope of my interest. I wish information on a hundred problems not indicated above. It is my belief that a happy solution to such problems is a valuable aid to maintaining the morals of our people.

Can you advise me concerning sources of information?

Singerely yours
Charles A. Roberts
Charles A. Roberts.

war publ list
press releases on
192-1, 2, 3, 4
197
" on all special bulletins where available

S & H speech
okla "
gov edu "

167

October 8, 1943.

Miss Lillian Hellman
#5 E. 82nd Street
New York, N. Y.

Consult War file

Dear Miss Hellman:

Mrs. Frances Speek has been in consultation with me concerning your participation in the American Forum of the Air on the subject: Should Women be drafted? We have arranged for background material to be forwarded to you from the Manpower Commission.

As I happened to have the enclosed statement by Clare Luce Mrs. Speek thought that you would find it of interest in this connection.

In our own bureau we are having prepared a statement (requested by Mrs. Speek) as to whether drafting of persons for civilian and industrial work would be constitutional from the standpoint of the 14th Amendment. Such statement has not been completed at this time but will be forwarded to you tomorrow.

I hope to attend the Forum and shall look forward with interest to hearing your presentation.

Very truly yours,

Mary V. Robinson, Chief,
Information Division.

MVR/11
Encl.

CABLE ADDRESS: WELONG - CHICAGO

Files / Comment

229

THE W. E. LONG CO. 155 North Clark Street, Chicago, Illinois

Advertising

October 8, 1943

Wartime

WOMEN'S BUREAU
OCT 11 1943
DEPARTMENT OF LABOR

U. S. Department of Labor
Women's Bureau
Washington 25, D. C.

Attention: Miss Isadore Spring

Dear Miss Spring:

Thank you for your kindness and the completeness of the information you sent us about the current employment figures for women. This is exactly the information we wanted and it is much appreciated.

Sincerely yours,

THE W. E. LONG CO.

By L.A. Rumsey

L.A.Rumsey
wbw

25

September 27, 1943

Mr. L. A. Rumsey
The W. E. Long Co.
155 North Clark Street
Chicago, Illinois

My dear Mr. Rumsey:

In answer to your request for total number of women in industry, we are enclosing the latest figures available. We feel that practically all women in manufacturing are engaged in some form of war production, however, we have the "munitions" classification which includes the basic war industries and is the figure, I believe, you wish.

Sincerely,

Enclosure
IAS:ams

(Miss) Isadore Spring

Current Employment of Women (14 years & over) - August, 1943

(Millions of women)

Total Women Employed	16.9
Non-agricultural	14.6
Agricultural	2.3
Unemployed	.5

Estimated Number of Women Wage Earners

In Manufacturing Industries - June, 1943

Number of women (In thousands)

All Manufacturing	4,275.8
Munitions 1/ (Metal, Industrial, Chemical & Rubber Industries)	1,858.7
Food Industries	262.1
Textile, apparel, leather	1,454.5
Other manufacturing	700.5

1/ Total number of women including office, administrative etc. approximately 2.3 million

---

Number of factory women in Aircraft Industry - 323,000

Number of productive workers in Shipbuilding - over 100,000

CABLE ADDRESS: WELONG - CHICAGO

THE W. E. LONG CO. 155 North Clark Street, Chicago, Illinois

Advertising

September 23, 1943

WOMEN'S BUREAU
SEP 25 1943
DEPARTMENT OF LABOR

Woman's Bureau Statistics Division
Washington, D. C.

Attention: Mr. Isador Spring

Gentlemen:

We have a request for information about the total number of women now in industry and what number of them are actually in war production. The only information we have found so far indicates about 17.5 million gainfully employed in industry.

We would much appreciate such information if it is available.

Sincerely yours,

THE W. E. LONG CO.

By L. A. Rumsey

L. A. Rumsey
wbw

142

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
WASHINGTON

September 30, 1943.

Mrs. Clara Mae Green,
Oil Valley, Kansas.

W w file

My dear Mrs. Green:

President Roosevelt has asked us to acknowledge your recent letter, and we are very interested indeed to have this account of your fine job, along with your home duties.

Sincerely yours,

Mary Anderson

Mary Anderson, Director.

C O P Y

Dear President

Just a few words to let you know us Kansas women are trying to do our part in this war. I'm thankful I got to give advice to the workers of our Nation. I have faith in God. I have faith in our government. I have faith in our boys. I have faith in Boeing bombers and by faith we shall win. But I pray God have mercy on us if all of our war plants go union and these unions pull against our government. We have no time nor money to lose.

God bless you in your good work.

Ma Green

MA GREEN *on the air*



THERE are big red circles around two dates on "Ma" Green's calendar. One marks the day she drove her son to town so he could enlist in the navy and she could enlist in the production army at Boeing. The other is for May 15, 1943, the day she appeared on a nation-wide radio hook-up and told an audience of millions what it meant to be a war worker.

Radio to "Ma" Green has always meant something one listened to in snatches during busy days in the kitchen or at night as she sat with her husband and children in their little home at Oil Valley, Kansas. But when "Ma" was invited to appear on the "Spirit of '43" broadcast over KFH and the Columbia network, she accepted with alacrity.

"Ma" is Mrs. Clara Mae Green, a welder's helper in Department 150. In many ways she is typical of all the women in our plants who are adjusting themselves to a new life and doing a good job of it. But in every way she is just plain "Ma" Green, a vigorous little woman who doesn't mind speaking her mind, and practicing what she preaches.

The story she told in few but emphatic words was how she, as a mother, grieved when her only able-bodied son departed for the Navy, and then how she suddenly realized that there was no time for grief when there was so much to be done.

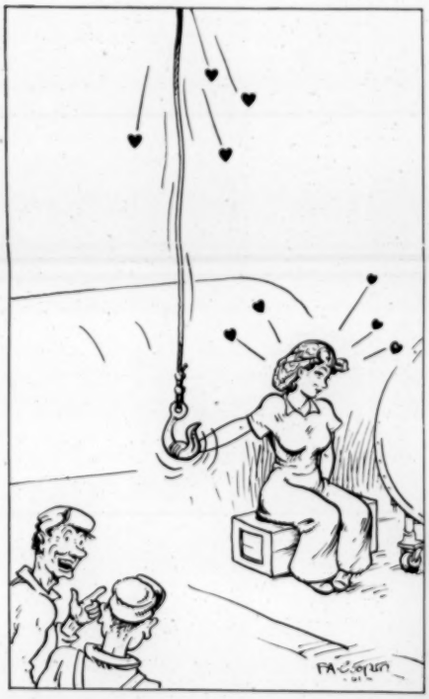
She came to Boeing, literally demanded a job—and got one. Taking this job meant riding over 100 miles each day to and from work. She had no adequate transportation so she began a recruiting campaign that resulted in nearly 20 women from the Oil Valley and Potwin communities joining the Boeing ranks.

Mrs. Jessie Bayes (Dept. 290), closed her grocery store, remodeled the store's utility truck for transporting the group. Now, Mrs. Green and her neighbors ride to and from the Boeing plants in the remodeled grocery truck piloted by Mrs. Bayes.

"Ma" Green, like many another wartime worker, rises early; 3:30 a.m. is her regular hour. After a full day's work she returns to her family —a husband, a crippled son and two daughters of high school age.

Mr. Green is an oil field pumper with 15 wells to tend. He is the "chief cook and bottle washer" while his wife is away. He looks after the hogs and cows and his oil wells. Their big Victory Garden and the chickens are cared for by Mrs. Green.

"Ma's" advice to the nation's mothers: "You mothers who are fretting and worrying about your sons who are fighting for our freedom . . . Go to work! Do something! If you can't work in an airplane factory find something else to do. There is something that everyone can do . . . Go to work and you won't have time to worry. That's what we women up at Oil Valley and Potwin are doing."



There's Bill the crane operator and his girl holding hands again!

★ ★ ★

The critical and experienced eyes of America's best known production engineer, Lieut. Gen. William S. Knudsen (second from right) viewed our activities with satisfaction during an extensive tour of the Boeing plants May 7. . . Pictured from left to right are: Lieut. Col. W. G. Bain; Brig. Gen. Ray G. Harris, Supervisor of the A.A.F. Midwestern Procurement District; J. E. Schaefer, Boeing Vice President and General Manager; General Knudsen, and Lieut. Col. Ralph G. Vaughan, A.A.F. Representative at Boeing





MAKE WAY FOR SCHAPANSKY!

FIVE years ago Herman Schapansky was wrecking airplanes. Today he is building them at Boeing.

Most stories about aviation enthusiasts begin with the hero as a little boy, jumping off the roof of a barn clutching an open umbrella, but in Herman's case the story begins several years later in life.

Back in the middle thirties, Herman, a Weatherford, Okla. farmer, was picking up a little spare change doing odd jobs at the Clinton, Okla. airport. He elected to take some of his pay in flying lessons.

After three lessons Herman decided he should go into the flying business on his own hook. He bargained for an old discarded fuselage, acquired a pair of wings that probably dated back to 1925, an old Ford engine and some miscellaneous parts. When assembled, the result to all intents and purposes was an airplane.

Herman got all set to solo. He put on his little boy's football helmet, made out his will, kissed his wife goodbye and took off.

Like the bumblebee, which according to aerodynamics is incapable of flight, the Schapansky creation flew. But not for long.

The first flight ended with Herman and his home-made airplane all wrapped up in a barbed wire fence. The plane was a wreck but Herman was patchable.

As one observer remarked of Herman's solo, had he flown a few minutes longer he would have repealed the law of gravity.

He built another plane. Up he went. And down he came.

Herman insisted on proving that you can't keep a good man down, and before long the incredible Herman and his flying machine were attracting quite a bit of attention.

It got so that when Herman took off his neighbors did too—for their storm cellars. The bolder ones would follow along behind to see what would happen next. Mrs. Schapansky and the children followed in his wake with the family car and trailer to pick up the pieces when the flying farmer crashed.

Makes Happy Landings

There was the time his plane nearly clipped the chimney from a neighbor's roof, and another when he made a beautiful three-point landing in the middle of a stock pond, but the one that really made history was the flight of the missing landing gear. Herman tells it like this:

"One day I had a hard time taking off. When I got up I looked down and discovered my landing gear sitting on the ground. I circled around 800 feet up trying to figure out how I could get down. Then my gas ran out and I didn't have to figure any more. I smashed up against a fence and crawled out without a scratch."

"My wife was pretty mad about the fence," adds Herman.

The fame of the flying farmer spread. He was dubbed "The Butter and Egg Pilot" and was invited to appear on the "We the People" broadcast in New York City. Herman was the hit of the show.

While in New York Herman was mistaken for Douglas "Wrong Way" Corrigan who had just made his celebrated crossing to Ireland. The Oklahoman didn't mind. Corrigan, too, had done pretty well flying an old crate.

In real life Herman is a modest, conscientious planemaker. He has been at Boeing for more than two years and is now doing installation work in Final Assembly.

Stocky, blond, and with a generous grin, the "butter and egg pilot" declares that he is glad to be working at Boeing, but is anxious for the war to be over so he can get back to farming and flying. He already has more than 400 hours in his log book, not counting the many flights of such short duration they could not be logged.

He says the stories of his exploits were a bit exaggerated but he admits he had plenty of thrills.

His chief concern is where to find a good farm on which he can have his own private flying field.

"What this country is going to need after the war," says Herman, "is a plane that will be practical for the farmer to haul his butter and eggs into town."





381

WAR ADVERTISING COUNCIL, Inc.

A non-profit organization, representing all phases of advertising, created to enlist the power of advertising for victory

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Warfile

New York City
September 17, 1943

311-S-310 + 311

Miss Mary Anderson
Director, Women's Bureau
Department of Labor
Washington, D. C.

Dear Miss Anderson:

I want you to know of my personal appreciation of your visit to New York City Tuesday and your kindness in addressing the Advertising Women of New York and the womanpower meeting in the afternoon.

I know that you are extremely busy these days, and that to lose an entire day from your office is a serious thing. I think you must know from the reaction of both your audiences that your message was an important one and most challenging. I have heard enthusiastic comments about your remarks.

I hope that you made your returning train on time, and that you had a comfortable trip home.

Again, please accept these thanks for your acceptance of the two speaking engagements.

Cordially

Evelyn Blewett

Evelyn Blewett
et

September 9, 1943

Room Clerk
Commodore Hotel
New York City

Dear Sir:

Will you please reserve for my use on September 13th, a single room and bath on one of the upper floors. I expect to reach New York about 6:00 p.m.

Sincerely yours,

Mary Anderson, Director

MA:IS

September 11, 1943.

Mr. W. R. E. Baxter, Director
Press Service Bureau
American Hotel Association
221 West 57th Street
New York, N. Y.

Dear Mr. Baxter:

Thank you for your letter of September ninth with copies of the radio script and of my portion of the program. I have only several very minor suggestions to make. You will note that I have crossed out a word in paragraphs one and three, and added a short statement to paragraph four. I trust this will be satisfactory to you. I am looking forward with much interest to your conference on Tuesday and am glad to cooperate with you in accordance with your arrangements.

Sincerely yours,

Mary Anderson, Director.

MVR
ll
Encl.

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of the **AMERICAN HOTEL ASSOCIATION**

221 WEST 57th ST.
NEW YORK, N. Y.

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September 9, 1943.

WOMEN'S BUREAU
SEP 10 1943
DEPARTMENT OF LABOR

Miss Mary Anderson, Chief
Women's Bureau
U.S. Department of Labor
Washington, D. C.

Dear Miss Anderson:

Mr. Frank L. Andrews, Chairman of our Committee, has asked me to thank you in his behalf for your acceptance of our invitation to speak at the "Womanpower at Work" show at the Commodore Hotel on Tuesday, September 14th. Mr. Andrews has been out of town and, thus, unable to write you himself.

As Miss Blewett probably told you, we will have a national hook-up on CBS for a short period of time but the immediate audience in the Grand Ballroom will consist of women leaders in the five boros of New York, Long Island, Westchester County and New Jersey. They represent probably the most potent aggregation of women's organizations in this area.

The enclosed copy is suggested but, of course, is open to any changes you may care to make. This is merely the radio portion of the program and, from the timing standpoint, must be kept within the length indicated.

We hope that final arrangements will be completed to have Mrs. Jimmy Doolittle speak from the Coast on the same program.

In the meantime, we are looking forward to greeting you and hearing your advice to women in this vital stage of the War Manpower program.

Sincerely,

W.R.E. Baxter, Director
Press Service Bureau

B/h

UNCLE SAM NEEDS WOMANPOWER



TWO MILLION women, at least, are vitally needed to fill part-time and full-time paid jobs in necessary civilian industries.

All manner of jobs await women who want to do something important for the war effort . . . in hotels, on railroads, in telephone and telegraph companies, and in other war-useful jobs.

What some of those jobs are and where you can apply for them are described in this leaflet. Familiarize yourself with these job opportunities . . . apply for one at once. Pass the word along—to friends, to relatives, to neighbors who want to contribute to the war effort. Uncle Sam Needs Women—over 2 million of them—right now!

THIS BOOKLET IS PREPARED AND DISTRIBUTED BY THE AMERICAN HOTEL ASSOCIATION in cooperation with the New York, New Haven and Hartford R. R., the Pennsylvania R. R., the New York Telephone Company, and the Western Union Telegraph Company.

Enlist for Paid Jobs in Hotel Work . . . Vital to Our War Front and Our Home Front

THE HOTELS OF AMERICA are an important factor on the Battle Front and on the Home Front.

Hotels are accommodating hundreds of thousands of officers and servicemen in the armed forces; hotels are serving important government and business executives who are traveling around the country on important war missions; hotels are helping to feed and house vital war workers in our production centers.

Hotel jobs are vital jobs—vital to our civilian economy, vital to our war effort.

Hotel work is interesting and attractive. It offers steady, dependable work with many opportunities for rapid advancement.

WELL-PAYING JOBS FOR WOMEN IN HOTEL WORK

ELEVATOR OPERATORS . . . Pay: attractive. Uniforms: provided and laundered by the hotel. Hours: usually 8 hours, six days a week. Relief periods for 20 or 30 minutes every two or three hours. Work is light, easy to learn. Shifts: Women can pick their time—early morning shift, afternoon and early evening shifts; and night and early morning. Experience needed: None. Hotel trains. OPPORTUNITIES: Elevator girls can become assistant starters or starters—jobs which pay more money and carry more responsibility.

WAITRESSES . . . Uniforms are provided and laundered by the hotel. Light trays are carried. Base pay is small, but tips provide good weekly earnings. Hours: Usually 48, 8 hours, six days a week. Shifts: early morning to mid-afternoon; and mid-afternoon to mid-evening. Meals are usually provided by hotel during period worked. OPPORTUNITIES: Coffee Shop and Restaurant hostesses, which pay more money, give girls more responsibility, closer contact with public. Experience needed: None. Hotel will train.

FOOD CARRIERS . . . Attractive uniforms, provided and laundered by hotel. Light trays to carry. Full-time or part-time. Many women, married or with other obligations, work a few hours each day. Hours usually coincide with mealtime. Experience needed: None. Hotel will train. Pay: Varies according to locality.

FRONT OFFICE STAFF... ROOM CLERKS—one of the most important jobs in the hotel; needs plenty of tact and presence. RESERVATION CLERKS: Handle, acknowledge reservations, take care of special requests. GUEST HISTORY CLERKS: Keep case history of each guest—room occupied, where guest is from, etc. TYPISTS, OFFICE CLERKS, SECRETARIES, ETC. Hours: early morning to mid-afternoon; or mid-afternoon to mid-evening. Uniforms: when required, provided and laundered by hotel. OPPORTUNITIES: Jobs like these can lead to managerial and executive posts. Pay: Good. Experience needed: Typing or stenography.

CASHIERS . . . Uniforms provided and laundered by hotel. Either in food department; or rooms. Pay: Good. OPPORTUNITIES: advancement to accounting clerks; managers; auditors; etc. Hours: 48 hours; Shifts: Early morning to mid-afternoon; mid-afternoon to mid-evening. Experience needed: character and honesty chief requirement. Hotel will train.

CHAMBERMAIDS . . . Uniforms provided and laundered by hotel. Hours: 48 hours; day and night shifts. Work is not heavy. Girls not rushed in their work. OPPORTUNITIES: charge of floor; assistant and head housekeeper posts—important jobs which pay well. Experience needed: None; hotel will train.

BELL-GIRLS . . . Replacing bell-boys. Uniforms provided and laundered by hotel. Generous tips bring earnings up to good level. Only light luggage carried. Hours: 45 up to 48 per week. OPPORTUNITIES: Bell-girls can be advanced to Bell-captains, where responsibility and salary are greater. Experience needed: None; hotel will train.

KITCHEN . . . Job opportunities for general kitchen help; chefs; pastry chefs, etc. Hours: around mealtime. Experience needed: courses in Home Economics and restaurant or hotel experience valuable. Pay: Good.

APPLY AT EMPLOYMENT OFFICE OF YOUR LOCAL HOTELS —OR LOCAL OFFICE OF THE U. S. EMPLOYMENT SERVICE

★ ★ ★

Jobs for Every Taste and Interest . . . Jobs for All Ages . . . Part-Time or Full-Time Jobs for Everybody



BELL-GIRL . . . uniform courtesy Fifth Avenue Hotel, New York



CHAMBERMAID . . . uniform courtesy New Yorker Hotel, New York



ELEVATOR STARTER uniform courtesy Pennsylvania Hotel, N. Y.

CHEF . . . uniform courtesy Commodore Hotel, New York

ELEVATOR OPERATOR . . . uniform courtesy Ritz Carlton Hotel, N. Y.

HOTEL SECRETARY . . . business dress; dress courtesy R. H. Macy & Company, New York









TRAINMEN . . . uniform courtesy Pennsylvania Railroad



DINING CAR HOSTESS . . . uniform courtesy New York, New Haven & Hartford Railroad



OFFICE WORKER . . . busines courtesy John Wanamaker

Railroading IS a Fighting Opportunities for Women

RAILROADING CAN—and is—becoming a woman's business! Women are in the yards and roundhouses, working as mechanics, armature winders, tractor and crane operators. But there are other jobs in railroading open to women—not too strenuous, but every bit as important to the war effort.

If you want to do something in this war . . . if you want to feel that you're making your contribution, then join up for railroading—now. Below are listed some of the jobs that the railroads need filled. Play your part in helping our country move vital troops and supplies to the war fronts—via rails.

WELL-PAYING JOBS FOR WOMEN IN RAILROADING

TRAINMEN . . . Collect fares, open and close doors, signal train to start, announce trains and stations. Hours: 8 hours a day, varying on type and distance of run. OPPORTUNITIES: Advancement to rear brakeman, or conductor. Pay: Good. Uniform: half paid by company and half paid by employee. Experience needed: None. Railroad will train.

DINING CAR ATTENDANTS . . . HOSTESSES: Responsible for entire operation of car, preparation of food, stocking food, etc. Pay: Good. Hours: Average 7½ hours day, 6 days week. All meals, while on duty, provided by road . . . WAITRESS-ATTENDANTS: Serve meals, responsible to hostesses. Pay: Good. Tips, generous. Hours: Same as



ness dress; dress
ker, New York



DINING CAR WAITRESS-ATTENDANT . . . uniform courtesy New York, New Haven & Hartford Railroad



OFFICE WORKER . . . business dress; dress courtesy Bloomingdale's, New York

Business . . . Splendid Job in this Vital Industry . . .

hostesses. CASHIERS: Handle all cash. Pay: Good. Opportunities: Counter Girls or Cashiers are advanced to waitress-attendants and finally to hostesses. Uniforms: Cashiers and Counter Girls are provided with Hoover uniforms free but do own laundry. Experience needed: None. Railroad will train.

OFFICE JOBS . . . Clerks, stenographers, telephone operators, telegraphers, secretaries. Pay: Good. Hours: Regular business hours. Dress: business dress. Opportunities: managerial and executive posts. Experience needed: Usual.

TICKET SELLERS . . . Handle cash sales on tickets at stations. Pay: Good. Hours: 8 hours, 6 days a week or less. Dress: Usual business dress. Opportunities: On priority basis. Experience needed: None.

YARD & ROUNDHOUSE WORK . . . Cleaners for locomotives, coaches, stations; freight handlers; laborers; mechanics; etc. Beginning pay: Same as man's for same work. Hours: 44 to 48. Opportunities: Good—advance to more skilled work. Dress: Heavy work clothes. Experience needed: None.

Apply at:

EMPLOYMENT OFFICES OF:
PENNSYLVANIA RAILROAD
NEW YORK, NEW HAVEN
& HARTFORD RAILROAD
THE NEW YORK CENTRAL SYSTEM
AND OTHER RAILROAD OFFICES
THROUGHOUT THE COUNTRY
—OR NEAREST OFFICE
RAILROAD RETIREMENT BOARD
EMPLOYMENT OFFICE

Jobs for *every* taste and interest . . . Jobs for *all* ages . . . part-time or full-time jobs for everybody.



TELEPHONE OPERATOR . . . uniform courtesy N. Y. Telephone Company



OPERATOR ATTENDANT . . . uniform courtesy N. Y. Telephone Company



OFFICE WORKER . . . business dress; dress courtesy B. Altman & Company, New York

War Messages Must Get Through—

and Women Can Play An Important Role in Getting Them Through!

THE TELEPHONE is important in getting vital war messages through—vital Army and Navy communications; vital calls to war plants and government offices; essential civilian calls; calls by servicemen to their families, and family calls to servicemen at the camps.

Women have long been an important factor in keeping our telephone communications open, and women are even more important today in this vital work.

WELL-PAYING JOBS FOR WOMEN IN THE TELEPHONE COMPANY

TELEPHONE OPERATORS . . . Hours: 40 hours, 5 days. Shifts: Vary around the clock. Dress: Business dress. Pay: Good. Experience needed: None. Company will train. Opportunities: Junior Supervisor, Assistant Evening Chief Operator, Evening Chief Operator, Chief Operator.

OPERATOR ATTENDANTS . . . To help strangers in cities, and servicemen at Army and Navy training centers to make calls—look up numbers, quote rates, make change, etc. Hours: 8 hours, five days a week. Shifts: According to demands of location. Uniform provided by Company. Pay: Good. Experience: 5 years switchboard experience in company's office.

***APPLY AT*—EMPLOYMENT OFFICE, YOUR LOCAL TELEPHONE COMPANY —OR LOCAL OFFICE OF THE U. S. EMPLOYMENT SERVICE**



MESSENGER . . . uniform courtesy Western Union Telegraph Company



OFFICE WORKER . . . business dress; dress courtesy Abraham & Straus, Brooklyn, N. Y.



AUTOMATIC AND TELEPRINTER OPERATORS . . . photo courtesy Western Union Telegraph Company

More Women Are Needed to Help Speed Vital Telegraph Messages . . .

IMPORTANT MILITARY and war business messages must go swift and direct to their destination—via telegraph.

Women are more and more needed in this vital work as operators, routing aides, messengers. Training in this vital industry will be invaluable for any kind of future business experience.

WELL-PAYING JOBS FOR WOMEN IN TELEGRAPH WORK

AUTOMATIC AND TELEPRINTER OPERATORS . . . Send and receive telegrams over telegraph instruments. Opportunities: Good. Hours: Vary around the clock; higher pay for evening and night work. Ages: 17 and up. Experience needed: None. Company trains, and you are paid while training.

TELEPHONE OPERATORS . . . Accept and deliver telegrams over the phone. Opportunities: Good. Hours: vary around the clock; higher pay for evening and night work. Ages: 17 to 50. Experience needed: Knowledge of typing. Company trains, and you are paid while training.

ROUTING AIDES . . . Distribute telegrams to various telegraph operating positions; walk, or use roller skates on these jobs. Ages: 16 to 70. Hours: vary around the clock; higher pay for evening and night work. Opportunities: Good. Experience needed: None.

MESSENGERS . . . Pick up and deliver telegrams. Opportunities: Good. Hours: Full-time and part-time work between 8 A.M. and 6 P.M. Hours arranged to suit household schedules. Experience needed: None.

***APPLY AT:* EMPLOYMENT OFFICE**
WESTERN UNION TELEGRAPH COMPANY
IN YOUR CITY
—OR LOCAL OFFICE OF THE
U. S. EMPLOYMENT SERVICE

Jobs for *every* taste and interest . . . Jobs for *all* ages . . .
Part-time or full-time jobs for everybody.

COMMUNICATIONS

- Telegraph Messenger
- Telegraph Operator
- Telephone Operator
- Teletype Operator
- Radio Technician

TRANSPORTATION

- Ticket Taker
- Baggage Clerk
- Information Clerk
- Bus Driver
- Truck Driver
- Taxi Driver
- Commercial Airport Mechanic
- Plane Dispatcher
- Stewardess
- Conductor (railroad, trolley, bus)
- Motorman on trolley
- Oiler
- Engine Wiper
- Railroad Track Walker
- Section Hand
- Filling Station Attendant
- Garage Mechanic

AGRICULTURE

- Canning Plant Worker
- Dairy Worker (bottler, washer, laboratory worker)
- Fruit Picker
- Poultry Farm Worker
- Truck Farm
- Lumber Worker
- Meat Packing Plant Worker

ORGANIZED CHILD CARE, HEALTH AND WELFARE PROGRAM FOR WAR WORKERS

- Managers
- Clerks
- Maids
- Teachers
- Laundresses
- Cooks
- Nurses
- Recreation Leaders
- Psychologists
- Social Workers
- Mother's Helpers

COMMUNITY AND PERSONAL SERVICE FOR WAR WORKERS

- Shopping
- House-cleaning
- Washing
- Cooking
- Foster-care of young children
- After-school supervision of older children on a regular schedule
- Receptionist
- Clerk
- Research Worker
- Inspector in housing and information centers for war workers

EDUCATION

- Librarian
- Playground Supervisor
- Teacher
- School Clerk
- Stenographer

MEDICAL CARE

- Dietitian
- Dental Hygienist
- Nurse (public health, hospital, industrial)
- Physiotherapist
- Clinic Attendant
- Receptionist, Assistant in Doctor's and Dentist's Office
- Medical Social Worker
- Hospital Attendant
- Laboratory Technician

NEWSPAPERS AND PRINTING

- Journalist (editor or reporter)
- Linotype Operator
- News Photographer
- Proof Reader

RETAIL TRADE

- Baker
- Butcher
- Department Store Clerk
- Buyer
- Drugstore Clerk
- Grocery Store Women (Clerk, Cashier, or Delivery)
- Stock Girl
- Wrapper

RESTAURANTS, CAFETERIAS, HOTELS, BOARDING HOUSES

- Housekeeper
- Floor Supervisor
- Kitchen Supervisor
- Service Superintendent
- Linen Room Supervisor
- Steward (house, floor, kitchen, pantry, silver)
- Dietitian
- Food Buyer
- Chambermaid
- Dishwasher
- Elevator Operator
- Cook
- Waitress
- Switchboard Operator
- Room Clerk
- Boarding House Manager
- Cleaner
- Cafeteria Counter Attendant

LAUNDRY AND DRY CLEANING

- Spotter
- Dyer
- Checker
- Sorter
- Marker
- Hand Presser
- Machine Presser
- Inspector
- Hand Laundress
- Delivery

TECHNICAL WORK

- Chemist
- Engineer
- Industrial Nutritionist
- Map Maker

"WHITE COLLAR" WORK

- Bank Clerk and Teller
- Stenographer
- Typist (especially in industrial plants, government offices, and public utilities)
- Cashier
- Bookkeeper
- File Clerk

SERVICE TRADES

- Tailors
- Seamstresses
- Clothes Repair Services
- Plumbers
- Carpenters
- Electricians for repair and maintenance of household appliances and furnishings
- Household Worker
- Typewriter Repair

AMERICA NEEDS WOMEN . . .

More women are needed to take war-useful jobs in many communities throughout the country as more and more men are being called into the armed forces and into war plants.

I urge women to be prepared to answer the call for workers when it is issued in your local newspapers and over your local radio stations by the United States Employment Service in your cities.

Taking a job in a necessary civilian industry is a direct opportunity to contribute to the war effort. Your work can be and is as important to victory as that of the men behind the guns and the men and women on the production line.

PAUL V. McNUTT, Director
War Manpower Commission

August 19, 1943

Miss Evelyn Blewett
War Advertising Council Inc.
60 East 42nd Street
New York 17, New York

Dear Miss Blewett:

Replying to your letter, I shall be very glad to accept the invitation to speak in New York, September 14, at two meetings, one at 12:15 at the Belmont-Plaza Hotel for the Advertising Women of New York, and the other at 3:00 p.m. at the Commodore Hotel Grand Ballroom, attended by women's club leaders from New York, New Jersey and Connecticut areas, the purpose of which is to dramatize the need for women to take essential civilian jobs. I note that the second meeting is scheduled to adjourn at 4:30 p.m.

In Miss Robinson's absence I am enclosing a biography and a photograph.

I greatly appreciate your offer to meet me at the train and escort me to these two meetings. I will advise you later of the time of my arrival.

Sincerely yours,

Mary Anderson, Director

MA:IS

Enclose mimeography + picture

WAR ADVERTISING COUNCIL

INCORPORATED

1010 Vermont Avenue, N.W.
Washington 5, D. C.
Telephone: District 9043

60 East 42nd Street
New York 17, N. Y.
Telephone: Murray Hill 2-2773

WOMEN'S BUREAU
AUG 18 1943
DEPARTMENT OF LABOR

New York City
August 17, 1943

Miss Mary Anderson
Director, Women's Bureau
Department of Labor
Washington, D.C.

Dear Miss Anderson:

It was most gratifying to talk with you on the telephone Friday and to receive your acceptance of the invitation to speak in New York September 14 at two important meetings. I would like to tell you of the details of both these meetings.

The first meeting is at 12:15 at the Belmont-Plaza Hotel for the Advertising Women of New York. I know you are already familiar with the work of the War Advertising Council on the womanpower campaign. Your audience will be composed of women professionally engaged in advertising and personally interested in making a contribution to the war. It would be desirable for you to state the need for women to work, and to dramatize this need, with any case histories or comparison with other countries that you can provide. It would also be interesting if you could explain some of the problems standing in the way of persuading more women to go to work. It would be challenging for you to express your own personal philosophy about the value of the experience of working and what it can mean to women now and in the post war world. These suggestions are purely arbitrary, and I know that you will inspire the group with whatever you say. Would you find it agreeable to speak for twenty-five or thirty minutes?

The second meeting, which is the major purpose in my requesting you to come to New York, takes place at 3:00 PM at the Commodore Hotel Grand Ballroom. This meeting will be attended by about 1,000 women's club leaders from the New York, New Jersey, and Connecticut areas. The purpose of the meeting is to dramatize the need for women to take essential civilian jobs. The women in the audience will be requested to serve as recruiters. The meeting is being sponsored by the American Hotel Association, Western Union, American Telephone and Telegraph Company, and several railroad companies. It will cover such occupations as working in laundries, hotels, restaurants, and fields of communication and transportation. There will be a pageant dramatization following your speech composed of the specific details related to types of jobs open to women, requirements for the jobs, amount of money paid, where to go to get them, etc., and the whole performance will end with the tableau built around the girls in the Armed Forces -- this for its usefulness and its dramatic appeal.

I will not presume to make any suggestions as to what you should tell these women. May I point out that there will be considerable press interest in what you have to say, and it is most likely that your remarks will be broadcast on a nation-wide hook-up. For this reason, may I suggest that a fifteen minute time limit will be desirable.

Miss Mary Anderson August 17, 1943

I would greatly appreciate the pleasure of meeting you at your train and escorting you to these two meetings. Would you be so kind as to tell me of the time of your arrival?

In case you wish to return to Washington the afternoon or evening of September 14, you will wish to know that the three o'clock meeting is scheduled to adjourn at 4:30 PM.

Enclosed [illegible] biog. [illegible]

Would it be possible for Miss Robinson to send me any publicity material she may have about you. You are a fine example of the challenge represented in this womanpower drive and we would like to make the most ot it.

I hope you will find it convenient to send me your written acceptance and the materials that I have asked for in time to have in hand before I must leave for the Pacific Coast on the 23rd of August.

Best wishes.

Sincerely yours,

Evelyn Blewett

Evelyn Blewett
et

War file

CROSS REFERENCE SHEET

Name or Subject | File No.

National Maritime Committee 267

Regarding | Date

Protest on women being barred from sea going ships.

Sept 11, 1943

SEE

Name or Subject | File No.

Secy of Labor - - - 213

File cross reference form under name or subject at top of the sheet and by the latest date of papers. Describe matter for identification purposes. The papers, themselves should be filed under name or subject after "SEE."

CAT. NO. 6703 FILING EQUIPMENT BUREAU

Files
371

UNITED AIRCRAFT CORPORATION

EAST HARTFORD, CONNECTICUT

WOMEN'S BUREAU
SEP 10 1943
DEPARTMENT OF LABOR

September 10, 1943

Miss Mary B. Robinson
United States Department of Labor
Women's Bureau
Washington, D. C.

Dear Miss Robinson:

Thank you so much for your letter concerning the information you have available on the question of turnover for women in war plants.

Yes, we do have exit interviews in our plant, and they are proving useful. I agree that analyzing absenteeism and facing it in a practical manner through the community as well as our own plant policies and procedures is probably the way to cut down on terminations.

It will be interesting to see what results are obtained during the year as we endeavor to attack the problem from as many different angles as possible.

Thank you again for your letter.

Sincerely,

UNITED AIRCRAFT CORPORATION

Frances D. Goodell

FSG:JS

Frances S. Goodell (Mrs.)
Assistant to the Personnel
Director of United Aircraft

371

August 26, 1943

Mrs. Frances S. Goodell
Assistant to the Personnel Director
United Aircraft Corporation
East Hartford, Connecticut

My dear Mrs. Goodell,

Mrs. White of the Office of War Information has sent us the paragraph from your letter to her that concerns the question of turnover for women in war plants, and I am very glad to send you what is available from our visits to plants, with several comments.

During the first six months of 1943 our agents ~~have~~ secured turnover rates and reasons for separations by sex whenever obtainable, but only in a few of the plants were complete data available. In 42 plants in various war industries, located in 17 States and employing approximately 70,000 women, major reasons for women's separations were obtainable, but there was no report on the number of separations for these reasons. In practically all plants "marital, home, and allied causes" was given, itemized as "to visit or join husband", "care of children", "family reasons." The other causes, given by a few plants, included "wages and working conditions", "voluntary changes" (such as, left area, another job, wives' earnings not necessary), and "health ", "personal reasons" found also. Two plants gave as one reason for quits, "discharged for absences."

In another tabulation we made on turnover in 5 plants employing thousands of women (three of them aircraft assembly, one an artillery ammunition plant and the other a small-arms ammunition plant), the turnover rate for women in May 1943 ranged from 4.6 to 12.2. The reasons were classified as follows: military; company discharges; marital, home and allied causes; wages and working conditions; volitional changes; miscellaneous (ill health, transportation, "personal", accident or injury, inadequate housing). Again it is the burden of home responsibilities that is the overwhelming cause for quits in all these plants, if moving out of the area is excepted and one overlooks the preponderant ill health that is claimed in one plant as the major cause of women's separations (often "illness" is given as a reason to avoid disclosing the real reason).

This brings me to the comments we would have to offer. It seems quite obvious that unless some means are taken to relieve the worry as well as the actual burden of household responsibilities (including the care of the children) from the women workers who are endeavoring to carry two jobs (factory and home), the problem of turnover will not be met. What is needed in each war community can be analyzed by joint meetings of women's counsellors in the area where ideas can be exchanged and some concerted statement of needs presented to local officials. While it is

not the responsibility of employers to tackle problems outside the factory proper, certainly they are most influential in rousing community opinion to take action, and women's counsellors as representatives of the industrialists can prove very effective in asking that measures be taken and in following up to see what is being done. It is assumed that these women personnel officials have good support from the company and will be given authority in this field.

I do not know from your letter if the personnel policy in your plant includes exit-interviews. We feel that this procedure, handled by women's counsellors or a woman personnel official, when properly conducted will reveal the real need of women workers along lines of better community facilities.

The exit-interview is often helpful in analyzing why a woman gives "working conditions" as her reason for leaving, when it may be something that can be adjusted - her shift changed, a transfer to a different department, etc. Employers should pay more attention to recommendations of women's counselors as to restroom facilities, rest periods, and similar matters. There will be some women who are quitting because they are not suited to factory work and they themselves are the first to acknowledge it. Others might wish to continue but because of continued complications of household problems with no solution in sight decide - quite rightly - that their children's needs come first.

Turnover is simply the climax to absenteeism, in a certain sense, and if personnel policy in a plant is not dealing with women's absenteeism in an intelligent and analytical way, women stop being absent, they just quit for good - as one of our agents has said.

I hope you will be successful in making plans to reduce turnover in your plant, and if there are any questions on which we might help you, or further information, I shall be glad to have you write us more fully.

Sincerely yours,

Mary V. Robinson, Chief
Information Division

rfn

OFFICE OF WAR INFORMATION

WASHINGTON

August 21, 1943

Miss Mary Robinson
Director of Information
Women's Bureau
Department of Labor
Washington, D. C.

Dear Miss Robinson:

I am attaching an extract from a letter from Mrs. Frances S. Goodell, Assistant to the Personnel Director of United Aircraft Corporation, requesting any information available on female terminations in industry. If you have any information on this subject at all, I know that Mrs. Goodell would appreciate hearing from you. I know that the Women's Bureau has been studying this problem, and while you may not be ready to make an actual report, I am sure any informal answer will be most gratefully received.

Thank you very much for your attention to this matter.

Sincerely yours,

Mary Brewster White

Mary Brewster White
Special Program Manager

Attachment



EXCERPT FROM LETTER DATED
8/9/43 - from
Mrs. Frances S. Goodell
United Aircraft Corporation
East Hartford, Connecticut

"I wonder if you have any figures or information of an over-all picture of female terminations in industry. That seems to be the big problem for the future. I am so anxious to retain our present Personnel which is good and which has been trained and to do everything possible to prevent a turnover which is so expensive from every point of view. The old adage that "A woman's work is never done" is certainly truer now than it has been in years, and we are closing our eyes to a tremendous factor if we do not recognize it and make every possible provision to take all the steps necessary to see that women do not break down under their increasing burden.

"I would appreciate any ideas you may have along these lines to help me with my gals."

Recommendations on
Hours of Work in the Present Manpower Shortage

September 9, 1943

Requests from war industry for assistance with growing problems of labor turnover, illness and absenteeism have led the United States Department of Labor to canvas Federal war agencies on the advisability of adjusting working conditions to the available labor supply, especially with regard to hours of work and selection and training of workers.

Federal experience under present conditions of increasing labor shortage sustains the soundness of the seven-agency recommendation on hours of work for maximum production issued in July 1942 and supplemented in May 1943. "Daily and weekly hours of employees in war production plants should be re-examined to assure those schedules which will maintain maximum output over a long war period. . . When daily and weekly hours are too long, the rate of production tends after a period to decrease . . . for wartime production the 8-hour day and 48-hour week approximate the best working schedule for sustained efficiency in most industrial operations."

The experience of Federal agencies also bears out the need, as labor shortages become more acute, for greater flexibility in applying hours standards in order to secure "the most effective utilization of materials and labor supply." Increasingly, hours and shifts must be adjusted to the type of labor supply available in a given plant and area. Where women with home responsibilities and young persons - neither accustomed to factory routine - are the chief source of supply,

an 8-hour day and a 5-day week may be all they can work effectively. Women with children under 14 in most cases find it difficult, if not impossible, to combine a 48-hour work week with their home responsibilities. For these women half-time work, either 4 hours a day for 5 or 6 days a week, or three 8-hour days a week might be practicable. Plants could arrange these employees in groups so that the job would constantly be covered. Increased production would result from the greater effort put into the work for shorter hours and from the elimination of much absenteeism.

Many married women now express a preference for the 5-day work week. To meet their dual function of homemaker and worker, they need one day for shopping, household and family duties and another for rest. Lengthening the workday to 10 hours in order to shorten the work week is not the answer to the problem. In most communities, time spent in transportation, marketing and home duties under difficult living conditions stretches a 10-hour work day into 12, 14 or more. The constant drain upon health brings about excessive loss of time from sickness and fatigue.

In addition to hours and shift adjustments, all employment conditions should be fitted to the available labor supply and war workers carefully selected for the tasks they are to perform. As in the basic training of our armed forces, gradual introduction of new workers to their duties, starting with several hours and working up to a full day, would progressively accustom them to factory routine and cut down

turnover. Facilities for help in meeting home responsibilities and transportation should be carefully considered before married women are employed.

There is little use in expending valuable time in recruiting, selecting and training new workers for jobs they do not hold for more than a few months. The services of many workers who now become discouraged and quit after a short period in industry could be made available for the duration if factory conditions were adjusted to their needs.

25

September 1, 1943.

Mr. Wm. F. Raterman,
Personnel Director,
Link-Belt Ordnance Company,
306 West Thirty-Seventh Street,
Chicago, Illinois.

War file

My dear Mr. Raterman:

Thank you very much for sending us two copies of the women-soldiers pamphlet. We are glad to have these personal statements showing past work history and present war jobs of women employees in your company, for reference use.

Sincerely yours,

Mary Anderson, Director.

MA/RFN/mr

LINK-BELT ORDNANCE COMPANY

SUBSIDIARY, LINK-BELT COMPANY

306 WEST THIRTY-SEVENTH STREET, CHICAGO

TELEPHONE ATLantic 6800

ADDRESS ALL COMMUNICATIONS
TO THE COMPANY

August 27, 1943

WOMEN'S BUREAU
AUG 30 1943
DEPARTMENT OF LABOR

Mary Anderson, Director
U.S. Department of Labor
Women's Bureau
Washington 25, D.C.

Dear Madam:

We are pleased to enclose two copies of our booklet "A Message from the Women Soldiers of the Production Front". We sincerely hope that you will enjoy these candid expressions of our girls.

RGM has IAS "

Yours very truly,

LINK-BELT ORDNANCE COMPANY

Wm. T. Patterman
Personnel Director

wr:rb
Enc. 2

221 Files

August 23, 1943.

Link-Belt Ordnance Company,
306 West 37th St.,
Chicago, Illinois.

Dear Sirs:

May we have two copies of your 12-page illustrated book No. 1950, entitled "A Message from the Women Soldiers of the Production Front."

Thank you for your courtesy.

Sincerely yours,

Mary Anderson, Director.

MA/EFN/nb

269

August 4, 1943

War file

Miss Verna A. Nelson
Route #2
Fort Ripley, Minnesota

My dear Miss Nelson:

I am referring your letter of July 28, addressed to the Secretary of Labor, to which she has asked me to reply, to Miss Florence A. Burton, Chief, Division of Women and Children, Department of Labor and Industry, 137 State Office Building, St. Paul, Minnesota, with the request that Miss Burton investigate your complaint to see what can be done to secure restoration to which you say you are entitled.

Sincerely yours,

Mary Anderson, Director

DICTATED BUT NOT READ.
MA:LS:MBG

August 4, 1943

Miss Florence A. Burton, Chief
Division of Women and Children
Department of Labor and Industry
137 State Office Building
St. Paul, Minnesota

My dear Miss Burton:

I am referring to you a copy of a letter, addressed to the Secretary of Labor, from Miss Verna A. Nelson, Route #2, Fort Ripley, Minnesota. I am wondering if there is anything that can be done about this case, either through the State Department of Labor or the Wage and Hour Division. Anything that you can do, I will deeply appreciate.

Sincerely yours,

Mary Anderson, Director

Inclosure
MA:LS:EMG
DICTATED BUT NOT READ.

Fort Ripley, Minnesota
July 26, 1943

Florence Burton

The Honorable Secretary of Labor
Washington, D. C.

WOMEN'S BUREAU
AUG 2 1943
DEPARTMENT OF LABOR

My dear Miss Secretary,

I wish to inform you that I was employed by Northwest Airlines, Inc. at Saint Paul, Minnesota, from October 15, 1942 until the latter part of April, 1943. At that time I was released for farm work as my brother was inducted into the army and I was needed on the farm.

Northwest Airlines was to give their employees back pay which was due them, but had not yet done so when I was released. Since then they have paid their employees their back pay, but as yet I have not received any. I have written two letters

and inquired as to why I have not, however my letters have been left unanswered. I feel that I have earned the back pay as well as the other employees, as my time was put in as well as other workers time.

Would it be possible for you to see into this matter? - Your most prompt attention to this matter would sincerely be appreciated.

Thanking you, I am,

Yours very truly,

(Miss) Verna A. Nelson

Route 2

Fort Ripley, Minnesota

398

25

July 27, 1943

Mrs. Marion C. Conway
Counselor of Women
Winchester Repeating Arms Co.
New Haven, Connecticut

War file

My dear Mrs. Conway:

A new list of our war publications has just been issued and we are sending it since you may be interested in some of our recent pamphlets, particularly the brief monograph on women in personnel work, which is enclosed. If you can send us a description of your duties and your relationship to the personnel director, we should be glad to have it.

Sincerely yours,

Mary Anderson, Director.

Enclosure
MA/RFN/omr

files

PRODUCERS FOR VICTORY

WINCHESTER REPEATING ARMS COMPANY

DIVISION OF WESTERN CARTRIDGE COMPANY

NEW HAVEN, CONNECTICUT, U. S. A.

WINCHESTER
TRADE MARK

December 9, 1942

Miss Mary M. Cannon, Chief
Inter-American Division
U. S. Department of Labor
Women's Bureau
Washington, D. C.

Dear Miss Cannon:

Thank you for your letter telling me about the International Exposition of Arts and Industries at Madison Square Garden in November.

I did go down to the Exposition but unfortunately could not find Miss Opal Gooden nor any exhibit from the Women's Bureau on problems of women in industry. I was rather disappointed but it was a large place. Was there a change in plans? Did the Bureau change their mind about their part of the exhibit?

I suppose you will soon be on your way to Brazil. I do hope that you have a profitable and pleasant experience there.

Thank you for the copy of the bulletin on safety clothing for women and Miss Anderson's speech. I find them most helpful. Incidentally, we are going to have a fashion show of clothing for women in industry on Sunday, December 13th. This is an experiment and we hope that it will make the women really conscious of the appropriate and safe clothing to wear on their job.

My best wishes for a pleasant holiday.

Sincerely,

WINCHESTER REPEATING ARMS COMPANY
Division of Western Cartridge Co.

Marion C. Conway
Counselor of Women

MCConway/il

7/21/43

Given to RSN

1

Firearms + Makers of the Famous Garand Rifles + Ammunition

319

25 July 22, 1943.

war file

Mrs. Thelma Rosier
Box 94,
Piedmont, W. Va.

My dear Mrs. Rosier:

Your letter to President Roosevelt has been referred to the Women's Bureau for reply.

While such situations as you describe do not come within the scope of our work, I believe the matter is one to be settled between the union and the mining company. Perhaps you should secure the advice also of the local Employment Service official who is the representative of the War Manpower Commission.

Sincerely yours,

MA/RFN?nb

Mary Anderson, Director.

RESPECTFULLY REFERRED
FOR ACKNOWLEDGEMENT
AND CONSIDERATION

M M Statzer

Secretary to the President

WOMEN'S BUREAU
DEPARTMENT OF LABOR

Piedmont W Va
July 5 1943

Mr President
Dear Sir.
I am writing to ask
you if a woman can release a
man for the army as long as
it isn't inside a mines
My Son Theodore wesley Rowe
was tending to the Sub Station
for the Mastellar Coal Company
he is now in Camp Mc Coy
Wisconsin And the Boss for
the mines said it would be
all right for me to tend it
But some of the men are taking
it to the Local. But they don't
[illegible] Union?

know for sure if I am tending to it we live on a farm about one mile from the mines and that is where the Sub Station is. There are nothing to do but put in a switch when it come out and that is about once every months or two. I heard your Speach on the Radio where you said if a woman could release a man for the war they were Soppose to do it. So if you will Kindly let me know by Return Mail I will Thank you very much in Advance.

From.

Mrs Thelma Rosier

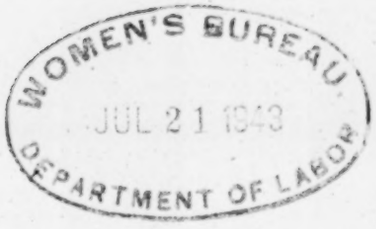
Box 94. Piedmont W Va

Files
378

Veeder-Root Incorporated

HARTFORD, CONNECTICUT

WORLD'S LARGEST MANUFACTURERS OF COUNTING AND COMPUTING DEVICES



July 19, 1943.

War file

Miss Mary Anderson
Director, Women's Bureau
U. S. Department of Labor
Washington, D. C.

My dear Miss Anderson:

I wish to thank you heartily for your kindness in attempting to secure for us additional food allotments for use in our cafeteria and lunch room. You will be gratified to learn that the Connecticut State O.P.A. has already adjusted the matter with us and has granted to us allotments fully adequate for our needs.

I appreciate greatly your intervention in the matter and your efforts to assist us.

Sincerely yours,

Frank Stone

Frank Stone
Legal Department

FS/jg

Framing

232

UNITED STATES MARITIME COMMISSION

~~WASHINGTON~~

WASHINGTON, 25, D. C.

WOMEN'S BUREAU
JUL 8 - 1943
DEPARTMENT

JUL 7 1943

Miss Bertha M. Nienburg, Assistant Director
United States Department of Labor
Women's Bureau
Washington, D. C.

Dear Miss Nienburg:

This will acknowledge your letter of July 2, 1943, with reference to your recent conference with Mr. Tracy, on conditions of women in shipyards. I note that you are now framing a set of recommendations concerning the employment of women in these yards to be applicable to sizable commercial yards; I look forward to receiving them when completed. I note the detailed shipyard reports are on file in your Washington office and will be available for reading by any member of my staff interested in women's employment. I contemplate adding a woman consultant to this division within the next few weeks and shall request her to examine this matter.

Very truly yours,

Daniel S. Ring

Daniel S. Ring
Director
Division of Shipyard Labor Relations

"no reply necessary"
M.A. 7/12/43

FOR VICTORY
BUY UNITED STATES WAR BONDS AND STAMPS

July 2, 1943.

Mr. Dan Ring, Director of Labor Relations,
Maritime Commission
514 Evans Building,
Washington, D. C.

My dear Mr. Ring:

We are sorry you were overcome by the heat last week, but appreciated the conference with Mr. Tracy.

As a result of this conference, we were convinced that action on specific plant problems could probably be gotten most quickly by a conference with the regional representatives. To this end, our representatives on the Pacific Coast, Gulf Coast, and Atlantic Coast will confer with them in the month ahead.

We are now framing a set of recommendations concerning the employment of women in the shipyards, which will be applicable to sizable commercial yards. These recommendations will be based on good and bad practices observed, and sufficient detail will be inserted so that they may be easily applied. In this statement, attention will be called to the minimum requirements for health and safety, which you have set forth, with emphasis on methods of getting them applied. We will send you the recommendations before they are issued.

Mr. Tracy asked that we send a copy of individual shipyard reports to your office. As such reports are voluminous giving a great mass of detail as to occupations and working conditions, and as our typing force is weak, I am not sure this will be possible. But the detailed reports are on file in the Washington office, and will be available for reading by any member of your staff interested in women's employment. With wishes for a not too severe summer.

Sincerely yours,

Bertha M. Nienburg,
Assistant Director.

BMN/ahm

STANDARD FORM NO. 14
APPROVED BY THE PRESIDENT
MARCH 10, 1926

TELEGRAM

OFFICIAL BUSINESS—GOVERNMENT RATES

DAY LETTER - COLLECT

232

FROM Women's Bureau

BUREAU Department of Labor

CHG. APPROPRIATION COLLECT

U. S. GOVERNMENT PRINTING OFFICE 10—1723

July 1, 1943

Mr. Porter E. Harder
The McCord Company
1100 Hudson Bldg.
Minneapolis, Minnesota

Since employment in war work today involves most of the working population, the War Manpower Commission is using term munitions industries to cover work in major war industries stop War Manpower Commission estimates that a total of two million six hundred thousand women will be working in munitions industries on July 1943 and three million three hundred thousand by December 1943.

Mary Anderson, Director
Women's Bureau

WESTERN UNION

WESTERN UNION

WU P170 51 3 EXTRA

MINNEAPOLIS MINN JUN 30 1107A

DIRECTOR WOMENS BUREAU

US DEPT OF LABOR

FRANKLIN INSTITUTE AND CURTIS PUBLISHING COMPANY BROCHURE

ENTITLED ~~OWMEN~~ women IN WAR WORK STATES FOUR MILLION WOMEN WORKERS IN

WAR PRODUCTION LAST DECEMBER AND SIX MILLION BY NEXT DECEMBER

STOP PLEASE WIRE COLLECT LATEST ESTIMATE EXPECTED NUMBER IN

WAR PRODUCTION FOR AUGUST OR JULY AND BY END OF YEAR

PORTER E HARDER THE [redacted] MCCORD CO 1100 HUDSON BLDG.

1100.

1251P

WESTERN UNION

TERN ION

267

25

July 1, 1943

War file

Mr. M. C. Niblack
Route #1, Box 11
Arvada, Colorado

My dear Mr. Niblack:

Your letter to the Secretary of Labor has been referred to me for reply. You state that your wife, who is employed by the Bennett Cafe, located at the Remington-Arms Plant, Denver, is paid a certain cash wage and furnished meals in addition, and that for income tax purposes her employer reported $3.00 a week as the value of meals. Her employer in so doing complied with the provisions of the Tax Payment Act of 1943. This act defines wages to mean "all remuneration, whether in cash or goods, for services performed by an employee for his employer. Included in wages is the cash value of all remuneration paid in any medium other than cash." The employer has no choice but to report all types of remuneration. He has nothing to gain by adding the $3.00 a week for board. He is simply complying with the Federal law. I doubt if the matter of the employer's convenience in furnishing meals would be taken into consideration by the Bureau of Internal Revenue, which agency is charged with the enforcement of the income tax law.

You also asked if your wife is entitled to overtime for work on the sixth day. You do not state whether or not the cafe in which she is employed is owned and operated by the Remington-Arms Company. If it is not, it is not covered by the Federal Wage and Hour and Public Contracts Acts. The State minimum wage order for public housekeeping would apply. This order requires the payment of 22½ cents an hour to restaurant employees outside the city of Denver. Time and a half the regular rate is required only for hours worked in excess of 48. If the cafe is owned and operated by the Remington-Arms Plant, then there is a question as to whether or not the cafe employees are covered by the Fair Labor Standards Act. A great many details would have to be submitted in order to determine this fact. Therefore, I suggest that you call at the Regional Office of the Wage and Hour Division, located at 300 Chamber of Commerce Building, 1726 Champa Street, where you will be able to get a ruling as to whether or not your wife is entitled to time and a half for the sixth day.

Sincerely yours,

MAtL:HSG

Mary Anderson, Director.

Income Tax

Arvada Colo., 6/22/43

Francis E. Perkins, Sec., of Labor
Washington D.C.,

RECEIVED
OFFICE OF SECRETARY OF LABOR
JUN 25 1943
AM 9|10|11|12|1|2|3|4|5|6 PM

WOMEN'S BUREAU
JUN 25 1943
DEPARTMENT OF LABOR

Dear Madam.

I would like to bother you for a little information, Or would you turn letter over to proper person for answer.

The Bennett Cafes, located at the Arms Plant, (Remington) in Denver, Employs quite a Number of women. When these women are hired they are told they are to receive a Certain Amount, plus meals furnished But at the End of the year they had added three dollars a week to their weekly Salary for Board. They were told they were to get their meals. The Amount of Salary plus the meals was for the amounts to be used in figuring their income taxes.

Inasmuch as these women cannot get away from Cafe to get meals Elsewhere, and they were informed that meals were furnished I would take it, that same was furnished for the Convenience of the Employer and not Employe and the Employes should not pay income taxes on same.

We would like to get straightened out on this before Deduction of taxes start in July.

Also these women are working six days a week, with no overtime for sixth day. Is this correct? The plant Employes receive overtime for all time worked in Excess of forty hours a week, why not the Cafe workers.

I am interested in this as my wife is Employed in Cafe for past eight months.

I am Employed else where and of Course wish to know just how to figure our taxes.

Do not Care to Cause her, (my wife) any imbarsement with her Employer as one individual. Any information will be appreciated.

Yours very truly,

M. C. Niblack.

R1 Box 11. Arvada Colo.,

(Solicited) Taxes: 4321 209

387

June 25, 1943

war file
registration

Mr. Lester Weaver, M.A., B.D., Pastor
Methodist Church
Box 154
Clinton, Arkansas

My dear Mr. Weaver:

Your letter to President Roosevelt has been referred to the Women's Bureau for acknowledgment. We are very glad to have your opinion on the matter of drafting women for war work. At present, recruitment of women for war jobs is being planned in labor-shortage areas, only on a voluntary basis and we are hoping that women without young children, in such parts of the country, will be willing to make this effort to fill in the gaps left by men drawn into the armed forces.

Sincerely yours,

Mary Anderson, Director.

RFN/mr

6

Labor

(11)

METHODIST ~~EPISCOPAL~~ CHURCH, ~~SOUTH~~

LESTER WEAVER, M.A., B.D., PASTOR

~~[illegible]~~, ARKANSAS

Box 154, Clinton, Ark., June 14, 1943.

RESPECTFULLY REFERRED
FOR ACKNOWLEDGEMENT
AND CONSIDERATION

M M Watson

Secretary to the President

President Franklin D.Roosevelt,

White House, Washington, D.C.

Dear President Roosevelt:

If any bill is offered to draft women of any ages for labor, I am anxious that you oppose it.

This is not for either selfish or sentimental reasons. It is not probable that any women drafted ~~that~~ would affect anyone closely related to me. But this would be one other menace to the home as an institution. Therefore I oppose it.

I thank you for the consideration I trust you will give this matter.

Sincerely yours,

Lester Weaver.

WOMEN'S BUREAU
JUN 19 1943
DEPARTMENT OF LABOR

Women's Bureau

386

WALSH-KAISER COMPANY, INC.
SHIPBUILDING DIVISION
1 WASHINGTON AVENUE
PROVIDENCE, RHODE ISLAND

TELEPHONE
WILLIAMS 5170

FILE REFERENCE

WOMEN'S BUREAU
JUN 19 1943
DEPARTMENT OF LABOR

War file

RECEIVED
JUN 19 1943

June
1 9 4

United States Department of Labor
Washington, D. C.

Dear Sir:

Kindly send any government bulletins on the following subjects, which would help us in our work with women in defense industries:

mailed 6/28/43 MSR

Absenteeism — sent from dlc

Problems of women in industry

Statistics on number of women in defense work and shipyards.

Any bulletins which would be helpful in counselling women on problems arising from war conditions or war jobs.

RECEIVED
JUN 19 1943
DEPT. OF LABOR
DIVISION OF

If you have a list of government bulletins covering these subjects, we would greatly appreciate that also. Thank you.

Very truly yours,

Irene Barlow

IRENE BARLOW
Personnel Department

PROVIDENCE YARD

278

, 25

June 14, 1943

Mr. H. J. Kilduff
O'Donnell Shoe Company
Humboldt, Tennessee

Dear Mr. Kilduff:

We appreciate the consideration you have given our letter on chrome-tanned leather soles for women's work shoes in certain industries. We have contacted Mr. Gimblett of International Shoe Company for further information on this subject.

Sincerely yours,

Mary Anderson, Director

WTM:ML

ST. PAUL OFFICE
476 ROSABEL ST.
NEW YORK OFFICE
906 MARBRIDGE BLDG.
47 WEST 34TH STREET.

O'DONNELL'S MEN'S AND WOMEN'S
RESEARCH
DEPARTMENT

O'Donnell Shoe Company

HUMBOLDT, TENN.

MOCK-RIT ORTHOPEDIC FOOT
RIDING-FIELD AND JODHPUR BOOTS

June 1, 1943

WOMEN'S BUREAU
JUN 4 - 1943
DEPARTMENT OF LABOR

Miss Mary Anderson, Director
U. S. Department of Labor
Women's Bureau
Washington, D. C.

Dear Miss Anderson:

In response to your letter of May 28, we do manufacture some shoes with chrome tanned leather soles.

As for an oil resisting sole, however, we would suggest that you contact Mr. Gimblett, General Manager of the Hy-Test Division, International Shoe Company, for they manufacture a shoe with an oil resisting sole for men, and we are quite confident that this same sole could be put onto a women's shoe.

We appreciate your interest, and we are quite confident that International can give you more information on this.

Yours very truly,

O'DONNELL SHOE COMPANY

By H. J. Kilduff

HJK:fh

Gen File
268

May 26, 1943

Mr. A. E. Jakeman, Personnel-Training Director
Norfolk Shipbuilding and Drydock Corporation
Berkley Plant, Foot of Liberty Street
Norfolk, Virginia

War file

My dear Mr. Jakeman:

Miss Lenroot, Chief of the Children's Bureau, has sent us your letter of May 13th so that we may answer your inquiry concerning women workers. Hunters Point Naval Drydock is a comparable plant. They have approximately 3,000 workers and are operating entirely as a dry dock and naval repair base. In this plant women are in the following shops:

1. Riggers and laborers
2. Inside machine shop
3. Shipfitting and welding
4. Paint shop
5. Outside Machine Shop
6. Electrical Shop
7. Public Works
8. Pipe and Copper Shop
9. Shiprights and joiners
10. Sheet Metal
11. Transportation

In Shop 1. they do the following types of work - clean and sweep shops, ships, ways and docks; fire watch; scaling (by hand and with scaling gun); wire brushing (hand and machine); sand blasting (wet and dry); riggers' helpers and crane operators.

In Shop 2. they engage in the operation of practically every type of machine tool, do filing and burring and assemble small parts.

In Shop 3. welding, tack arch and acetylene and hand burning are principal occupations.

In Shop 4. serve as storekeeper in paint room, mix paints, clean brushes, etc.; do brush painting on ships.

In Shop 5. miscellaneous jobs in bench assembly on machine fittings; repair and testing of temporary lights, etc.

In Shop 6. operate drill presses; grinders; pantograph graduating and engraving; core winding; armature winding.

In Shop 7. assist in care of buildings and grounds.

In Shop 8. make templates and do bench work.

Mr. A. E. Jakeman May 26, 1943

In Shop 9. drill press operators; nail wooden boxes; assist in making minor parts.

In Shop 10. sheet metal, filing, burring, brazing, soldering, burning.

If you determine to employ women you may be interested in the standards for washing and toilet facilities. We also have material on clothing and other matters which would be of interest to you. Should you desire our personal assistance, we would be glad to send someone to your yards.

Sincerely yours,

Bertha M. Nienburg,
Assistant Director

BMN:LW

C. B. 22

U. S. DEPARTMENT OF LABOR

CHILDREN'S BUREAU

WASHINGTON

May 18, 1943

Respectfully referred to

Women's Bureau

Information on employment of young workers has been given.

The writer has been informed of this reference.

KATHARINE F. LENROOT,
Chief.

U.S. GOVERNMENT PRINTING OFFICE 14—931

maj

COPY

WOMEN'S BUREAU
MAY 19 1943
DEPARTMENT OF LABOR

NORFOLK SHIPBUILDING AND DRYDOCK CORPORATION
BERKEEY PLANT
Foot of Liberty Street

Norfolk, Virginia
May 13, 1943

Miss Katherine Lenroot
Chief of Woman's and Children's Bureau
U. S. Department of Labor
Washington, D. C.

Dear Miss Lenroot:

This inquiry concerns the regulations pertinent to the employment of women and sixteen and seventeen year old youths in industry. We

We are in the process of manning a new repair shipyard and our anticipated labor need is 3,000 workers. We are anxious to use all available help but are extremely cautious in the use of the above-named workers.

Will you kindly let us have Federal regulations governing the use of these people in essential industry? We are also interested in obtaining specific information in regard to the interpretation of hazardous occupations and would appreciate receiving any material you may have in regard to this subject.

Very truly yours,

NORFOLK SHIPBUILDING AND DRYDOCK CORPORATION
Berkley Plant

By /s/ A. E. Jakeman

A. E. Jakeman, Personnel-Training Director

357

May 25, 1943

Miss Mary Stefanka,
928 Minson St.,
Akron, Ohio.

War file

My dear Miss Stefanka:

I have your letter of May 20, and I do not know there is any further advice we can offer, at this distance, since your situation has not received favorable consideration either by the plant superintendent or the War Manpower Commission.

Sincerely yours,

Mary Anderson, Director.

MA/RFN/nb

928 Furnace
Akron, O
May 20

WOMEN'S BUREAU
MAY 22 1943
DEPARTMENT OF LABOR

Dear Madam:

I have received your letter and the advice you had given me. I went to my nearest U.S. Employment office and explained my transportation difficulties which has caused me to give up my job at the Palmer Match Company. But the Supt. of the factory Mr. Harding will not sign my certificate of availability he said I had no difficulty on transportation. I would really like to know how does he know? If I didn't I would have never gave up my job there. Its almost seven weeks since I haven't been working. Even the War Manpower Commission has denied me they said that my reason wasn't compelling.

I have to work, but I can't go back to Palmer Match Co. because my father can't drive me

there every morning without gas. There is eight in the family and my father doesn't make enough money to support us all as he only makes thirty-dollars a week. Since everything is so high no one can live on that much. There is no other way of getting my certificate of availability. I have even tried talking to Mr. Harding, but he has refused me.

An other thing the wages are too small. Only fifty-three cents an hour isn't enough for the hard work you have to do there and yet you get pushed around there so much. If there is any other way I could get my release please let me know. All they do is play button with me.

Thank you ever so much.

Mary Stefanko

Files
357

May 18, 1943

Miss Mary Stefanka
928 Munson
Akron, Ohio

My dear Miss Stefanka:

This is in reply to your letter of May 14, in which you state that transportation difficulties caused you to give up your job at the Palmer Watch Company, and that you have since been unable to obtain a "Statement of Availability".

We suggest that you go to the nearest office of the U. S. Employment Service, and explain the situation to them. The Employment Service has authority to issue a Statement of Availability if the employer refuses and the worker is entitled to it. In any case, the Employment Service is required to investigate the case and give the worker a decision within 5 days as to whether or not he is entitled to such a statement.

If you are not satisfied with the decision reached by the Employment office, you are entitled to file an appeal within 3 days to the Area War Manpower Committee. This appeal is provided for by regulations of the War Manpower Commission, and your local Employment office will explain what you need to do to file it, if an appeal becomes necessary.

I hope this information will be helpful.

Sincerely yours,

Mary Anderson, Director

MA:AA

938 Munson
Akron, Ohio
May 14, 1943

WOMEN'S BUREAU
MAY 15 1943
DEPARTMENT OF LABOR

RECEIVED
Chief Clerk
MAY 15 1943
AM 3|4|5|6 PM
9|10|11|12|1|2|3|4|5|6

Dear Madam:

I have a big problem on my hand I would like for you to help me if you possibly can. I was working at Palmer Match Co. and I cannot get my "certificate of Availibility". The only reason I quit was my transportation and they always shifted me from higher wages to lower.

Now I have moved to Atwater, Ohio on the farm with some of my friends and I have no ways of getting to Akron, Ohio only a neighbor goes this far and he works at the Goodyear Tire and Rubber Co. and this is the only transpocation I'd have. I would rather be a little late to work, but that lateness is a cut off on your wages. I am healthy enough to work.

For the past six months that I have been working at Palmer's, there was only twice that I was out of work. And the rest times I was late. There were many times I had to waken

my father up to drive me to work. Now my parents live in Akron, Ohio and over the week-ends I visit them. On top of that there is no gas. My father has measured gas now just enough to go to work on and back. Mr. Harding the Supt. refused to give it to me. I would very much appreciate if you could be of any help to me.

Thank you.

(Miss) Mary Stefanka
928 Munson
Akron, Ohio

P.S. You can write to the following address yet which I've given to you.

357

May 17, 1943.

war file

Mrs. Mary Sutherland,
1322 Wilmington Blvd.,
Wilmington, California.

My dear Mrs. Sutherland:

Your letter to the Secretary of Labor has been referred to the Women's Bureau. I appreciate having your views on this matter. Many people, like you, are very greatly concerned over the dangerous inflationary aspects in the country, and the War Bond campaign is one attempt to take out of circulation what is considered excess money received by thousands of wage earners and salaried people. There are definite plans by the Treasury Department for reaching the workers in factories and offices more widely, although the unusual amount of bonds purchased by such employees has been remarkable. In many plants the workers have signed up "100 percent" and have over subscribed the quota assigned.

As to young workers in high paying clerical jobs: Their situation illustrates an overwhelming demand for workers on this type of job. I believe in practically all cases they know they have been hired only for the duration. In many cities the cost of living is very high. The enclosed budget for a government worker here in Washington may be of interest in this connection. Some few girls in other cities may be living without expense at home, but in most cases, I believe, they will be paying something for room and board. While I would agree with you that some are to be censured, I am not so critical of the young people, as I feel that war always has the worst effect on their lives. They are pushed too soon into a world uspet in all respects, and their perspect ve and judgment are not yet well formed.

Sincerely yours,

Mary Anderson, Director.

MA/RFN/nb

1322 Wilm Blvd. Calif
Wilmington
May 5th 1943.

WOMEN'S BUREAU
DEPARTMENT OF LABOR
MAY 12 1943

RECEIVED
OFFICE OF SECRETARY OF LABOR
MAY 11 1943
AM PM
9|10|11|12|1|2|3|4|5|6

Secretary of Labor.
Frances Perkins.
Dear Madam.

I was going to write various people this letter, but I concluded it was better to write you as you are where everything of importance happens to-day, and if this letter is not written to the right Dept. Please do not consign it to the waste basket.

The second Liberty Loan is to be launched, and the Government needs the money. Then why pay the clerical help, for instance, inexperienced girls just out of school receiving salaries of $130 & overtime with no one to support the greatest majority of them.

These girls spend the money on clothes luxuries of all kinds.

They do get 10% of their salary taken for Bonds, but that is very little compared to what they should buy and they say we should sacrifice instead these girls are reaping a harvest

while our boys are giving their all and sacrificing their lives!

I think the girls and women in actual defense won't earn their money as they have to stand on their feet all day most of them; and on cement floors.

These young girls out of school are not going to adjust themselves after this War is over, to Life getting so much money as $130 a month and overtime. They never earn that money typing etc. They will think something is being taken away from them when this War rush is over.

I am just an ordinary American citizen, my husband was in World War I and I am writing this for the sake of the money that could be saved when our boys are giving and sacrificing their lives on Foreign soil.

Yours very Truly

Mary Sutherland

P.S. Please pass this letter along to the Dept it should go to. Thank you

MS

Files 284

May 17, 1943

Mrs. Kathryn Murphy Jones
No. 3 Penn Hotel
4th & Center Streets
Little Rock, Arkansas

Waffle

My dear Mrs. Jones:

Your letter of May 10, addressed to President Roosevelt, was referred to the Women's Bureau for reply.

The President is sorry that he cannot answer personally all letters that come to his desk from wage-earners through-out the country. He is very much interested in the welfare of individual wage-earners and has constantly tried to improve their economic status, through Federal legislation and in other ways.

However, as you know, industries which operate entirely within one State, such as a restaurant, are subject only to State law, and not to Federal law, in the matter of wages and hours of work. In Arkansas, the minimum wage law for women calls for a wage of not less than $1.25 a day. This law was passed in 1915, and the State legislature has never revised it to meet changes in cost of living since that date.

A slight improvement in legal wage rates was made at the recent legislative session through amendment to the hour law for women, however. Formerly, an employer was within the law if he paid a woman in his employ $1.25 for a 9 hour day. The amended hour law establishes a basic 8 hour day and requires the employer to pay for work beyond 8 hours at time and one-half the regular rate at which the worker is paid. This is a doubtful improvement, as you can readily see, because no woman should find it necessary to work more than 8 hours to earn a fair day's pay.

I am entirely in sympathy with the statements made in your letter concerning the need for laws in the various States which will insure women a living wage. The Women's Bureau has been working for this type of legislation for many years, and we hope eventually State legislatures will correct situations such as the one you report by passing adequate wage laws.

Sincerely yours,

MA:AA

Mary Anderson, Director

WOMEN'S BUREAU
MAY 15 1943
DEPARTMENT OF LABOR
RESPECTFULLY REFERRED FOR ACKNOWLEDGEMENT AND CONSIDERATION
Secretary to the President

Little Rock Arkansas
May 10, 1943

#3 Dunn Hotel
4th + Center

President Roosevelt
White House
Washington D.C.

W. J. McCain
Chief of Labor
Dept of Labor

RECEIVED - LABOR
Chief Clerk
MAY 17 1943
AM 9|10|11|12|1|2|3|4|5|6 PM

Dear Sir -

I am taking the liberty of writing my little story to you. in the hope that you can place this in the proper hands and perhaps relieve the unjust principal of this situation. I not only write for myself but hundreds of girls + women whom are forced to face the same thing I am a soldiers wife and when he was inducted into the Army March 23rd naturally it was up to me. to leave what home we had + get busy Which am happy and glad to do. I came to Arkansas nearly two weeks ago. and went to work almost immediately - worked ten days - because did not like

the conditions and cannot make a living
they pay 20.00 a month + meals they
cheapest room one can rent is 5.00 a
week out where you must pay car fare
& pay eight $8.00 and walk 5 Block. every
thing is sky high except wages. they
want us to encourage the gations for
tips to live on. every other state has
a wage law where a person can make
a fair living and hold their self
respect. I went down today to get money
due me + he says must wait until
May 20th their specified pay day to get
my money - he also said had he fired
me - could hold my money 7 days what
can one do. my rent is due in
a few days again and must eat
until can find some thing else
that money is very important

to me. the least expensive meal or dinner is a dollar. there rents are even higher than California here. Seems there is no one here to whom I can appeal So took the courage to tell you. We believe in your kindness and sense of justice you will understand what I am trying to impart. and in time to come - Others will realize something to their Benefit thank you if you have spared the time to read this -

Sincerely

Kathryn Murphy Jones.

I am here because can be with my husband whenever he has leave can the he blamed if we want to stay near our loved ones they tell us here we should go home if don't like what they give us.



HOTEL CONTINENTAL — VICKSBURG HOTEL — HOTEL Wm. LEN — HOTEL MAJESTIC — THE EASTMAN HOTEL

SOUTHWEST HOTELS *Little Rock* INCORPORATED

Mrs. H. GRADY MANNING, President

ARKANSAS

LITTLE ROCK, ARKANSAS

This is the Hotel where I was working

(Files) Comm'l 212

LAW OFFICES •
HASTINGS, STOCKLY AND LAYTON
CONTINENTAL AMERICAN BUILDING
WILMINGTON, DEL.
TELEPHONE 7266

DANIEL O. HASTINGS
AYRES J. STOCKLY
CALEB R. LAYTON, 3RD

JOHN VAN BRUNT, JR.

DANIEL O. HASTINGS
100 BROADWAY
NEW YORK CITY

WOMEN'S BUREAU
MAY 6 1943
DEPARTMENT OF LABOR

May 5, 1943

Thos file - gen

Miss Mary Anderson, Director
Women's Bureau
U. S. Department of Labor
Washington, D. C.

Dear Miss Anderson:

Thank you for your letter of May 3. It was kind of you to give me such full information with respect to the subject of domestic employment among aliens, and I shall write to the persons mentioned by you.

Very truly yours,

CRLayton 3d

CRL,3rd/MJK

212

May 3, 1943.

Mr. Caleb R. Layton, 3rd.,
Hastings, Stockly and Layton,
Continental American Building,
Wilmington, Delaware.

War file

My dear Mr. Layton:

Your letter of April 29 to the Department of Labor has been referred to the Women's Bureau, and I want to suggest that you write to the War Relocation Authority for information as to possibilities for household employment of aliens not permitted to work in war plants.

I presume you saw the story in the newspapers of the Japanese families who were brought East by Mr. and Mrs. Ickes for work on their farm, but there was no mention of the use of their wives for the Ickes household. In a newspaper clipping we have seen that Mr. Knodel, c/o Emigration Office, Granado Relocation Project, Ameche, Colorado, is the one to be addressed if you are interested in obtaining Japanese for household employment. This whole subject because it is concerned with aliens as well as with citizens of Oriental parentage does not come under the jurisdiction of the Department of Labor.

We have no information about Germans, but it is possible that the State Department through its refugee section could give helpful information. I presume you are also in touch with the U. S. Employment Service in Philadelphia as well as in Wilmington and New York, in case they have a special file of such people.

Sincerely yours,

MA/RFN/nb

Mary Anderson, Director.

LAW OFFICES
HASTINGS, STOCKLY AND LAYTON
CONTINENTAL AMERICAN BUILDING
WILMINGTON, DEL.
TELEPHONE 7266

DANIEL O. HASTINGS
AYRES J. STOCKLY
CALEB R. LAYTON, 3RD
JOHN VAN BRUNT, JR.

DANIEL O. HASTINGS
100 BROADWAY
NEW YORK CITY

LABOR STATISTICS BUREAU
MAY 1 1943
DEPARTMENT OF LABOR

April 29, 1943

RECEIVED - LABOR
Chief Clerk
MAY 1 1943
AM PM
9|10|11|12|1|2|3|4|5|6

Department of Labor
Washington, D. C.

Gentlemen:

Due to the man-power shortage the question of domestic servants is getting very acute, and in cases of families having several children constitutes a serious hardship on the wife. The situation in Wilmington is such that servants cannot be obtained at any price.

Naturally the war-man-power situation must be given first attention, but has the Department of Labor given any thought to the question whether aliens in this country who are unable, for one reason or another, to work in war plants might be given the opportunity to work in private homes as domestics -- that is, if they wish? I have in mind a native-born Japanese or perhaps Germans who have been caught in this country by force of circumstances and are not fully trustworthy to be placed in war plants, but who might be willing to work in private homes.

I would like very much to obtain one or two servants of this character providing their background, aside from their status as residents of hostile countries, is wholly satisfactory.

Very truly yours,

Caleb R. Layton 3d

CRL,3rd/MJK

133

May 3, 1943.

War file

Miss Evangeline Gilbert,
135 W. Mt. Vernon St.,
Smyrna, Delaware.

My dear Miss Gilbert:

Your letter of April 29 to the Secretary of Labor regarding release from your job has been referred to the Women's Bureau for reply.

We are not the government agency in charge of "job freezing". There have been several regulations issued by the War Manpower Commission and in your situation I would suggest that you get an appointment with an Employment Service official in Smyrna or Elkton and also in Charleston when you make a trip home. I appreciate your desire to find work nearer home and I know that the rubber plant in Charleston is employing women now.

I regret I cannot give you more helpful advice.

Sincerely yours,

MA/EFH/ab

Mary Anderson, Director.

April 29-1943.

SMYRNA, DELAWARE

WOMEN'S BUREAU
MAY 1 1943
DEPARTMENT OF LABOR

Miss Frances Perkins
Secretary of Labor
Washington, D.C.

Dear Miss Perkins,

I'm writing you this letter in hopes that I can get some thing done. We are three girls from West Virginia We are working for Triumph Explosives Inc. at Elkton, Maryland. We want to go back to Charleston W. Va to work in Defense plants there but can't get a release from this one. We don't want to go from job to job but we live close to Charleston and would like to work there. When we came up here, the plants there had just started to hiring girls. They promised us a lot of things that they haven't lived up to since we

tell us what to do or if there is some one else we can write to. I only hope you understand we don't want to cause a bit of trouble for anyone. And trust we will get the information we want.

Thanking you in advance

Yours Truly.

Evangeline Gilbert.
135 N. Mt. Vernon St.
Smyrna, Del.
c/o Mrs. Stanley Middleton.

have been here. They claim they are giving no releases but we don't doant to work up here when we are needed close home. There is a rubber plant that opened the first unit of it recently and they are needing girls. This plant in Maryland sent to Ft. Va and got a lot of girls & I feel as though some should go back to work in there own state. And we have to have a release before we can go to work or can we quit up here for a certain length of time and then go to work there? This matter may seem small to you with all the other labor troubles But would you please take time to write to ~~me~~ us & tell us what to do. We live with in 29 miles of Charleston & up here we are so far from home. We have to travel at least 60 miles a day to work.

Please Miss Perkins write and

347

May 1, 1943.

Mrs. Louise Smith,
Route 1, Box 360-B,
West Palm Beach, Florida.

Warfield

My dear Mrs. Smith:

Mrs. Roosevelt has referred your letter of April 20 to the Women's Bureau for reply, and we are sending it on to the Army Air Forces (Civilian Personnel Division) here in Washington for prompt attention. We do not have authority in situations like yours, but I feel sure the Army Air Forces headquarters office here will look into the matter.

Sincerely yours,

Mary Anderson, Director.

MA/RFW/nb

West Palm Beach
Florida
April 20, 1943

Mrs. Franklin D. Roosevelt

Dear Madam:

I wish to state that I have completed a course in machinist and was given a job at the Boca Raton army field.

The foreman in the shop didn't want women in the shop. Our job was made as unpleasant for us as he could make it to try and make us quit. Our work was given to us in such a way that we couldn't clearly understand the work or just what we were supposed to do. He never came around after our work was given to us to see if it was being done right or wrong.

The other morning he came around and told all of us girls in the shop that if we didn't quit he was going to fire us. He said that a machine shop was no place for women and he was going to get all of them out as fast as they were put in.

I sure don't think we have been treated fairly. Just because two men don't want women in the shop we were not hired as first class machinists--only helpers. We can do our job if we are given a fair chance.

If you can do anything to help us, please do so, for all of us need work. I went thirty-eight miles one way to work and walked eight miles each way so I could work.

We all want to do our part to help win this war. The home people here can't get work because they send to other states for workers. Most of the girls in the Boca Raton shop are from Alabama. We hear over our radio to stay home and get work but we can't get work.

Please see if you can help us by looking into this for us and you will see that this statement is true. The girls and men that have finished their courses in the different departments can't get work.

Thank you.

Sincerely,

Mrs. Louise Smith
Route 1, Box 360-B
West Palm Beach, Fla.

388

WAR SHIPPING ADMINISTRATION
WASHINGTON

WOMEN'S BUREAU
APR 26 1943
DEPARTMENT OF LABOR

April 24, 1943

Miss Mary Anderson
Director, Women's Bureau
United States Department of Labor
Washington, D. C.

Dear Mary Anderson:

I have made another check regarding the assignment of Dr. Anna Howard Shaw's name to one of the new Liberty ships, and find that this name has been given to one of the ships now being constructed in a New England shipyard.

It is anticipated that the ship will be ready for launching some time in September, and at the present time, no other details are available as to the exact time and place for this ceremony.

I shall keep in touch with the plans being made regarding the "SS ANNA HOWARD SHAW," and shall let you know as soon as we have more definite information.

I should like very much to see you, and wonder if you would be free for lunch some day soon.

With warm personal regards,

Sincerely,

Marshall E. Dimock

Marshall E. Dimock
Assistant Deputy Administrator
for Recruitment and Manning

Comment
137
234

REG. U. S. PAT. OFF.

THE GLENN L. MARTIN COMPANY

BALTIMORE

WOMEN'S BUREAU
APR 26 1943
DEPARTMENT OF LABOR

April 24, 1943

Barfile

Miss Mary Anderson,
Director, Women's Bureau,
U. S. Department of Labor,
Washington, D. C.

Dear Miss Anderson:

Please accept my thanks for your kindness in furnishing me over the phone, at short notice, those figures on women's employment.

If you ever release figures pertaining to women in the war effort, whatever the field, we should appreciate your including us on your mailing list.

DEPARTMENT OF LABOR

Sincerely yours,

Justine Lewis Keidel

Justine Lewis Keidel
Public Relations Department.

Mary Anderson

Mrs. R. Tasker

Myra Wolfe
Files

This was a long dist. telephone request + I sent it a messenger took it

No 203

Mrs. Schafer

We didn't get this call, who did? There is more to send, maybe

DSG

Comment
~~157~~
234

REG. U. S. PAT. OFF.

THE GLENN L. MARTIN COMPANY

BALTIMORE

WOMEN'S BUREAU
APR 26 1943
DEPARTMENT OF LABOR

April 24, 1943

Bar file

Miss Mary Anderson,
Director, Women's Bureau,
U. S. Department of Labor,
Washington, D. C.

Dear Miss Anderson:

Please accept my thanks for your kindness in furnishing me over the phone, at short notice, those figures on women's employment.

If you ever release figures pertaining to women in the war effort, whatever the field, we should appreciate your including us on your mailing list.

Sincerely yours,

Justine Lewis Keidel

Justine Lewis Keidel
Public Relations Department.

MAB

289

War File

April 22, 1943

Mrs. Viola Patrick
530 Maple Avenue
Newark, Ohio

Dear Mrs. Patrick:

Women in war work are not required to wear slacks or coveralls by any law or regulation. A number of plants have adopted such standard garments for certain types of work for the following reasons:

(1) Women have necessarily been employed in work men used to do. Around moving machinery the skirts of dresses have proved dangerous.

(2) In climbing, crawling and other positions required by many types of work a trouser type suit is not only safer but more modest.

On the other hand many types of work can be done quite as safely in a dress. Very many firms do allow work dresses for all types of bench assembly, for much inspection work and other jobs where there is no good reason for requiring special clothing. I am sure the local office of the U. S. Employment Service can place you in such a job.

Sincerely yours,

Mary Anderson, Director

MTM:ml

WOMEN'S BUREAU
APR 12 1943
DEPARTMENT OF LABOR

(Fold here)

WAR MANPOWER COMMISSION

INTERDEPARTMENT TRANSFER SLIP

Date 4/10/43

There is herewith transferred to:

Department of Labor
Women's Bureau
Washington, D. C.

A communication from

Mrs. Viola Patrick
530 Maple Avenue
Newark, Ohio

Concerning

Slacks

which apparently requires your attention.

writer has **not** been informed of this reference.

Signature Harold Dotterer
Harold Dotterer, Chief
Administrative Service

Title _____

GPO 16—30555-1

3.

WMC

RESPECTFULLY REFERRED
FOR ACKNOWLEDGMENT
AND CONSIDERATION

Marguerite M. Stitt
Secretary to the President

BD

U.S. BUREAU
MAR 12 1943
DEPARTMENT OF LABOR

March 29 - 43

Newark Ohio

Dear mrs RoseVelt

I am writing U You for
some information in regards
to the women that works
in those defence Plant
now I have been working
at the Newark Stove Co
here in Newark and the
work I do is very important
to help our country and
now they are trying to make
over one of the women wear
slacks at work and accordian
to Gods word it is a
abomination in his sight
for a woman to wear that
which Pertaineth to nor

Deuteronomy 22 chapter 5th
is where the Bible speaks
about it and I don't think
that any one that is trying
to serve the Lord should
wear such things and
I am trying to serve the
Lord as near as I can and
I truely don't think they
should try to make You
wear them when it is
against my belief and
I no it is all right for
some to wear them for they
don't care what they wear
or what they do or how
they act before the men
do I have quit my job
before I would wear them.

for what would it Profit
me in the end to loose
my Soul they want me
to come back to work
So I want You to rite
and let me no if it
is how to wear them out
they something You can
do about it and if You
can do any thing about
it for the lord Sake
it is time to do it for
this old world is getting in
awfull Condition and if
People ever tryed to live right
it sure is time So if
they are any thing that You
can do for me about this
I sure wish You would do it

for they need women on this
Job and if I can work with
my dress on I will go back
to work on this Job I am
on our Boss says it is
no need for us to wear
them and then comes one
and says for us to Just
think is no world this
old world is in the
shape it is in People has
to Just think there is a God
and Just care for nothing
so if they are out there
You can do to Hell is out
of date this please do so
Your truely
Mrs Viola Patrick
530 maple ave Newark Ohio

359
Wagner

April 22, 1943

started by a phone call from Miss Goodwin made to her office for biographical data, - then this request was made for WPB material for a speech for May 4 in Buffalo 2571

Hon. Winifred Stanley
119 Lancaster Avenue
Buffalo, New York

My dear Miss Stanley,

I am sending you information we have about women in war industries, in the form of press releases on our occupational surveys, which summarize the full reports. We can send the complete bulletins to your House office, if you will let us know when you return to Washington, for your future use.

If your particular interest is in employment estimates, the typed tables enclosed represent statistics on this subject, compiled by us from official government figures.

I am sending also a statement we issued last summer, in the monthly Labor Information Bulletin, regarding procedure to be followed in making local plans for employment of women in the community, as to which population groups of women should be recruited first, - mothers with young children to be called on last.

I have not favored a national registration of women, as labor needs vary so greatly in different areas, and registration in regions where women workers are not wanted raises false hopes of immediate employment. Our recommendations along this line were accepted by the War Manpower Commission when it issued its over-all statement last fall regarding recruitment of women.

The War Manpower Commission (under which the U.S. Employment Service operates) has inaugurated campaigns in various cities for voluntary enrollment of women, in those areas like Buffalo where there is a critical labor shortage.

I believe that more housewives could be interested in enrolling voluntarily if greater efforts could be made in changing community facilities for shopping, marketing, banking, legal services, etc. Perhaps Buffalo has adequate plans under way; we have no information specifically about this. I am enclosing an outline statement regarding absenteeism, which may be useful.

If you wish further information about women workers in war plants, in case we have not covered the questions you had in mind, we shall be glad to secure it for you.

Sincerely yours,

rfn

Mary Anderson, Director

sent 4/27/43
enclose data, speech, press releases 192-1, 2, 3, replacement July 42

To accompany letter to Hon. Winifred Stanley, April 22, 1943

In March 1943, over 15 million women were employed; 400,000 women were unemployed and seeking work.

Of these total women in the labor force -

Over 7½ million were single
Over 4½ million were married
About 3 million were widowed and separated

Nearly 2½ million women had children under 16 years of age.

In manufacturing alone, there are nearly 3½ million women wage earners, over 600,000 more than last year. Most of this increase is in the heavy industries manufacturing war products.

In aircraft assembly plants, some 200,000 women were employed on the production line (excludes clerical workers). In December 1941, there were only 4,000 women so employed.

The Women's Bureau agents made a survey in 1942 of the four leading aircraft assembly plants in the Buffalo area, and if a composite picture, so far as women workers are concerned, would be useful, a statement can be prepared.

Miss Tuttle -
file with
Stanley carbon when
it reaches you

Vocational training for war industries (administered by U.S. Office of Education)

Pre-employment courses

From July 1, 1940 through Feb. 28, 1943 -	Total	2,182,214	100.0%
	Women	420,278	19.3
In training Feb. 28, 1943 -	Total	136,568	100.0%
	Women	45,504	33.3

Machine shop and aviation services courses had the greatest numbers of women, with 36.4 percent, and 22.3 percent, of all women trainees, respectively. This month, as last, women accounted for over 40 percent of all trainees in aviation services courses, and over one third of the total in machine shop courses.

The number of women in training and its proportion to the total number in training in the State for some of the larger States were as follows: California, 2,371, or 28.3 percent; Michigan, 2,565, or 49.5 percent; New York, 6,137, or 27.2 percent; Ohio, 3,160, or 38.3 percent; and Pennsylvania, 5,510, or 34.1 percent

Supplementary courses

From July 1, 1940 through Feb. 28, 1943 -	Total	2,187,535	100.0%
	Women	208,231	9.5
In training, Feb. 28, 1943 -	Total	170,577	100.0%
	Women	39,950	23.4

Over 58 percent of the women trainees were in aviation services courses, and this constituted 47 percent of all trainees in such courses.

Some of the States reporting large proportions of women were: California, 25.2 percent of all trainees in the State; Pennsylvania, 29.8 percent; New York, 17.9 percent; Texas, 47.7 percent; Ohio, 40.7 percent. Over one half of the women in supplementary courses were concentrated in these five States.

war file

257

April 20, 1943

Miss Mary Philosophos
627 Elmwood Avenue
Niagara Falls, New York

My dear Miss Philosophos:

Your letter to the National Labor Relations Board has been referred to me for reply.

In the State of New York no woman may be employed for more than 8 hours a day or 48 hours a week. Since the outbreak of the war, the Labor Commissioner of New York has been given the authority to grant war industries permission to employ women longer than 48 hours in periods of short emergencies. If, for example, a manufacturer must finish a war contract within a few days in order to meet the requirements of the Army or Navy, such a manufacturer might, upon application to the Labor Commissioner of New York, secure permission to employ women beyond 48 hours - until such time as the contract is finished. Individual workers may not secure permission to work more than 48 hours.

I presume that you realize that the purpose of hour laws for women workers is to prevent employment for long hours which are neither productive nor wholesome. Over a long period of time workers who are employed for longer than 48 hours a week suffer from fatigue which often results in illnesses and accidents, which in turn cause absenteeism and reduce production. For this reason the War and Navy Departments, the War Manpower Commission, the U. S. Department of Labor, and many other agencies concerned with war production have recommended an 8-hour day, 48-hour week and 1 day of rest in 7. If you plan some time to go to medical school, you will be much more successful as a student if in the meantime you have worked under conditions that authorities have found to be to the worker's greatest interest.

Sincerely yours,

MAL:MBG

Mary Anderson, Director.

WOMEN'S BUREAU
APR 10 1943
DEPARTMENT OF LABOR

(Fold here)

WAR MANPOWER COMMISSION

INTERDEPARTMENT TRANSFER SLIP

Date 4-9-43

There is herewith transferred to:

Department of Labor
Women's Bureau
14th & Constitution Avenue, N. W.
Washington, D. C.

A communication from

Miss Mary Philosophos
627 Elmwood Avenue
Niagara Falls, New York

Concerning

Requests information regarding inability to work more than 48-hour week.

which apparently requires your attention.

writer has not been informed of this reference.

Signature Harold Dotterer
Harold Dotterer, Chief

Title Administrative Service

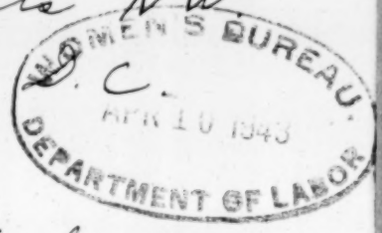
GPO 16—30555-1

N. Y. 48 hr. law



627 Elmwood avenue
Niagara Falls, New York
March 26, 1943

National Labor Relations Board
Shoreham Building
15th and H Streets N.W.
Washington D. C.



Gentlemen:

I am a girl, 19 years old, and am working in a 100 per cent defense plant, Bell Aircraft, as an inspector. Up until recently, I was allowed to work more than 48 hours a week, but now they tell me

APR 12 1943

that. there is a law that no woman between 18 and 21 can work more than 48 hours a week.

I have looked up the labor laws of New York State up to June 1941 and am unable to find any such law.

As there any federal law that can prevent me from working more than 48 hours a week, and if so, is there any way that I can get around it?

Enclosed is a three cent stamp for your answer.

Please let me know about this matter just as soon as possible.

Working overtime is a matter of vital importance to me because I am trying to save enough money to go to medical school.

Very truly yours,

(Miss) Mary Philosophos

NATIONAL LABOR RELATIONS BOARD
RECEIVED
1943 MAR 29 AM 9 59
APR 2 9 30 AM '43

File
301

April 17, 1943.

Mr. H. P. Holloway
Purchasing Section
Remington Arms Co., Inc.
Utah Ordnance Plant
Salt Lake City, Utah.

War file

My dear Mr. Holloway:

We do not have sample of safety caps for women industrial workers, and we do not of course endorse any specific style, since the job of the Women's Bureau is to set standards.

In recent months, however, a number of models have been developed which have been tried out with satisfaction and success, and we gladly list the firms from whom you may obtain them.

1. Designs by Lilly Dache, with plastic mesh tops
   Obtainable at: M.P. Price Associates
   114 E. 25th St., N.Y.City

   Mine Safety Appliances Co.,
   Braddock, Thomas and Meade Streets
   Pittsburgh, Pa.

2. Designs by Sally Victor
   Obtainable at: Davis & Catterall
   40 Worth Sts., N.Y.C.

3. Hats by :
   Murray Paul
   122 Gold St., Worcester, Mass.

4. "Stasafe Hairguards" by:
   Standard Safety Equipment Co.
   232 W. Ontario St., Chicago, Ill.

5. F. A. Meyer, O.R.& O., Inc. War Workers Cap Sales Division
   2 Park Avenue, N.Y.C.

Trusting that this information will prove of practical assistance to you,

Sincerely yours,

erb

Mary Anderson, Director.

February 24, 1943

Mr. Tom Hale
Plant 1-A
Remington Arms
Denver, Colorado

My dear Mr. Hale:

I want to thank you for your kindness in taking me through the Remington Plant when I was in Denver on February 15. I appreciate very much the opportunity that I had of seeing the beautiful new plant and the occupations at which women are being employed with apparent success. I hope that you will express my gratitude to Mr. Campbell and Mr. Watson for the part that they played in making my visit possible.

It occurred to me that you might be interested in the inclosed article, written by Elinore M. Herrick, concerning her work with women workers at the Todd Shipyards. I found when I returned to Washington that I had saved this article, and thought you might be interested in it.

Sincerely yours,

Louise Stitt, Director,
Division of Minimum Wage.

Inclosure
LS:MRG

301

February 13, 1942

Mr. Stuart Paige
Area Supervisor, Bullet Division
Remington Arms Company, Inc.
Bridgeport, Connecticut.

My dear Mr. Paige:

I am sending you our report on the manufacture of ammunition for small arms, and included also are our surveys of other war industries. The enclosed list of occupations where women might well be employed may be useful also.

If you have not had our bulletins on standards for employment of women you may wish them for general reference, and they also are enclosed.

Sincerely yours,

Mary Anderson, Director

rfn

ee

Remington DUPONT

CABLE ADDRESS
HARTLEY, BRIDGEPORT, CONN.
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REMINGTON ARMS COMPANY, INC.

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FIREARMS, AMMUNITION, CUTLERY
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CUTLERY WORKS, BRIDGEPORT, CONN.
ARMS WORKS, ILION, N.Y.

Remington

AMMUNITION WORKS, BRIDGEPORT, CONN.
BRIMSDOWN, MIDDLESEX, ENG.

BRIDGEPORT, CONN.

February 11, 1942.

WOMEN'S BUREAU
FEB 12 1942
DEPARTMENT OF LABOR

Miss Mary Anderson, Director,
Women's Bureau,
United States Dept. of Labor,
Washington, D. C.

Dear Miss Anderson:

You mentioned in your lecture at the recent American Management Association Conference that you had several bulletins which you would send out to people interested, upon request. If you have any bulletins concerning occupational possibilities for women in the small arms industry, will you please send me one.

We enjoyed your lecture very much and found the information quite interesting and useful. We are attempting to investigate all the possibilities of using women in our organization and would appreciate very much any help that you might give us.

Yours very cordially,

Stuart Paige

Stuart Paige,
Area Supervisor,
Bullet Division.

SP:ME

308

U.S. DEPARTMENT OF LABOR

BUREAU OF LABOR STATISTICS

WASHINGTON

August 15, 1939

DEPARTMENT OF LABOR
AUG 16 1939
DEPARTMENT OF LABOR

Women's Bureau
Department of Labor
Washington, D.C.

Gentlemen:

The attached letter is respectfully referred further to you for consideration and reply. The writer has been advised of this reference.

Yours very truly,

Isador Lubin

Isador Lubin
Commissioner of Labor Statistics

Att: Copy of letter from Mr. Geo. W. Riley,
Asst. Advertising Manager, Remington Rand Inc.,
Buffalo, New York, and copy of our reply.

(5864)

We had a similar inquiry from Remington-Rand 1940

COPY

REMINGTON RAND INC.

Executive Offices

BUFFALO, N. Y.

August 8, 1939

U. S. Department of Labor
Bureau of Labor Statistics
Washington, D. C.

Gentlemen:

We are interested in obtaining reliable figures on the salaries currently being paid to clerical workers and stenographers in the principal cities of the United States.

We would appreciate it if you would advise us whether you have such data available, and what procedure need be followed in order to obtain a copy of it.

Cordially yours

REMINGTON RAND INC.

(Signed) Geo. W. Riley

Asst. Advertising Manager

Geo.W.Riley:le

August 15, 1939

Mr. Geo. W. Riley
Asst. Advertising Manager
Remington Rand Inc.
Buffalo, New York

My dear Mr. Riley:

I am sorry that we are unable to furnish information relative to prevailing salaries of clerical workers and stenographers in the principal cities of the United States, as requested in your letter of August 8.

The Bureau of Labor Statistics has made no comprehensive survey of earnings of office or clerical workers. Our studies usually deal with earnings of factory workers. A few reports include scattered data for clerical employees within the particular industries covered in the surveys, but we have no recent material of this character.

You might be interested in articles on salaries of office workers in New York published in our Monthly Labor Review as follows, the data for which were secured from the sources indicated.

February 1939 (p. 393)
Earnings of Factory Office Workers in New York State, October 1938 (Summary of annual report on factory office workers' earnings by the New York Department of Labor, published in its Industrial Bulletin for November 1938)

November 1938 (p. 1115)
Salaries of Office Workers in New York City, June 1938 (Summary of survey made by the industrial bureau of the Merchants' Association of New York)

Unfortunately, our supply of these Reviews has been exhausted, but copies can no doubt be consulted in the Buffalo Public Library (a Government depository) or purchased from the Superintendent of Documents, Government Printing Office, Washington, D. C., for 30 cents each.

A copy of your letter is being referred to the Women's Bureau of the Department of Labor for possible information.

If we can be of service at any future time, please let us know.

Cordially,

Isador Lubin
Commissioner of Labor Statistics

C&I CL

Gen. Files

301

April 16, 1943

Mr. Ben Rabin
853 Belmont Avenue
Brooklyn, New York

NY Navy Yard
Warfield

My dear Mr. Rabin:

Your inquiry concerning the training of women for skilled occupations in the Navy Yard has been received. Experience in training of women, which has been most extensive in the aircraft industry, indicates that women can be given the same type of training as is given to men. In initiating the training some time must be given to acquainting them with the tools that are used and the quality of metals because they usually do not have the pick-up knowledge of tools that men possess. In one of the shipyards a small model platen and shipway are used to illustrate the operations necessary to the fabricating and assembling of a small model ship. In this yard women are being taught welding, burning, sheet metal work, shipfitting, mold loft, layout, and weld marking work.

The Portsmouth Navy Yard is reported to be doing especially good vocational training work under Lt. Commander T. E. Oldfield. Our report from this yard gives detail after women have received their training. This includes a one day induction program during which the Navy Yard policy, procedure, dress requirements, safety and other matters are discussed. Talks and films are interspersed and questions answered. The Commander believes this should be a two day rather than a one day session. After 30 days of actual work in the Navy Yard, an employee, with the approval of her master, may apply for further in-training for the job she is doing. Such courses are given two hours a day, two days a week for five weeks. There are also supplementary training courses which workers may take on their own time before and after the shift.

In this yard all leading men must take a 30-hour course on how to teach with special attention directed to the questions of how best to teach women.

Both in the aircraft, shipbuilding, and machine tool industries, greatest success has been achieved where the training program for women has been directly tied up to the work they are to do. That is, an analysis of the work to which they are going to be assigned is made before training is started. Then the training is related directly to the job.

Our field representatives who are familiar with what is being done in shipbuilding are now in Connecticut. We shall be glad

Mr. Ben Rabin April 16, 1943

to have them confer with you when they visit the New York Navy Yard, and we would appreciate being kept in touch with your progress.

Sincerely,

Bertha M. Nienburg,
Assistant Director

BMN:LW

WOMEN'S BUREAU
RECEIVED
APR 13
DEPARTMENT OF LABOR

853 Belmont Avenue
Brooklyn, N.Y.
April 3, 1943

Recd by WB 4/9/43

U.S. Department of Labor
Womens Bureau
Washington, D.C.

Dear Sir:

I am an instructor at the New York Navy Yard and would like to have some information.

We have now started a short term training program to be completed in 16 weeks. During this time we teach the student, if he is to be a machine operator, Machime Shop, or if heis to be a sheetmetslman that trade. All these trades have in addition, Blueprint reading and Mathematics which are essential to all mechanics.

Now a new problem confronts us. The shortage of men available force us to train women for these skilled occupations. We do have fine facilities to train men but we feel that women training presents new problems. We would appreciate any material that you may have on the subject of women training in industry. The information would be put to good use andif you wish we would give you a report of progress after we start training.

Thanking you in advance,

I remain,

Ben Rabin

card'd 14

April 14, 1943

Miss B. O'Neal, R.N.
Plant No. 2
The National Smelting Co.
13600 Desic Avenue
Cleveland, Ohio

My dear Miss O'Neal:

I have your request for pamphlets dealing with burns from powders such as magnesium. I am going to suggest the following sources of such information:

The Office of Civilian Defense, Washington, C. C. Your request is being sent to this office. Since magnesium is a principal constituent of incendiary bombs, useful information may be available from that organization.

The Dow Chemical Co., Midland, Michigan. This company has made studies of the safest methods of industrial handling of magnesium. An excellent summary of their recommendations is included in the 1942 Transactions of the National Safety Congress, pp. 260 - 264.

The National Safety Council, Chicago, Illinois. The Council has issued material on hazards and methods of handling magnesium and other dusts.

If we can be of further service, please do not hesitate to call on us.

Sincerely yours,

Mary Anderson, Director

MTM:ml

Plant #2

THE NATIONAL SMELTING CO. 13600 Desoto Ave.
~~INTER-OFFICE CORRESPONDENCE~~ Cleveland, Ohio
March 29, 1943

U.S. Dept. of Labor
Washington, D.C.

WOMEN'S BUREAU
MAR 31 1943
DEPARTMENT OF LABOR

Sir:-

May I have pastors + Pamphlets pertaining to burns and other accidents sustained in plants dealing with magnesium, aluminum, and various powders?

Any material you can offer or a list of places I might obtain adequate information will be greatly appreciated.

Sincerely

(Miss)
B. O'Neal, R.N.

342

April 8, 1943.

Miss Catherine Smith
820 Hartsuff
Saginaw, Michigan.

Dear Miss Smith:

Your recent letter addressed to the Secretary of Labor, Miss Perkins, comes to me for answer. First, May I tell you that there is no law, either Federal or State, which freezes a worker to a job.

When you make application for a new job at the United States Employment office, the policy is that you must present what is called a "release" from your present employer. This release may be obtained (1) because a worker is not needed any more; (2) because a worker has been employed below skill; (3) traveling unreasonable distances to work; (4) a compelling personal reason for changing jobs.

Considering that you have worked for this firm for the past twenty-five years, it seems to me that you have reached your maximum efficiency, and should, therefore, be earning the maximum rate paid for the type of work you are doing.

I suggest, therefore, that you explain your case to the one in charge at your local U. S. Employment Service office, who, I feel sure, will help you.

Sincerely yours,

Mary Anderson, Director

MA:EC:cam

WOMEN'S BUREAU
MAR 20 1918
DEPARTMENT OF LABOR

1820 Hartsuff
Saginaw
Mich

Dear Miss Perkins

Am writing you in regard of my work at the Lufkin Rule of Saginaw Mich of where I have worked for the past 25 yrs. Have been wanting to quit but have been informed that it would be impossible for us to get a release. Company refuses to give an increase in wages & at the present time am only making 59¢ per hr, whereas I

could make better wages at another plant but cannot get a release, is it possible that the Lufkin Rule can deny us a release, will you please give this matter your immediate attention as an early reply would be deeply appreciated

Sincerely yours
Miss Catherine Smith

157

April 8, 1943.

Miss Maurine Harrell
161 S. Belmont
Wichita, Kansas.

Warfield

Dear Miss Harrell:

Your recent letter addressed to the Secretary of Labor, Miss Perkins, comes to me for answer. First, may I tell you that there is no law, either Federal or State, which freezes a worker to a job. In other words there is nothing to prevent you from quitting your present job and securing another at more than 30 cents an hour, which is the minimum rate established under the Wage and Hour Law.

When you make application for a new job at the United States Employment office, the policy is that you must present what is called a "release" from your present employer. This release may be obtained (1) because a worker is not needed any more; (2) because a worker has been employed below skill; (3) traveling unreasonable distances to work; (4) a compelling personal reason for changing jobs.

This latter reason might easily apply in your case because in your present job you are not earning enough to meet your day by day expenses. I would suggest, therefore, that you explain your case to the one in charge at your local United States Employment office, who, I feel sure, will help you.

Sincerely yours,

Mary Anderson, Director

MA:EC:cam

WOMEN'S BUREAU
APR 3 1943
DEPARTMENT OF LABOR

March 30, 1943

RECEIVED
OFFICE OF SECRETARY OF LABOR
APR 2 - 1943
AM 9|10|11|12|1|2|3|4|5|6 PM

Mrs. Francis Perkins
Labor Building
Washington, D. C.

Dear Madam:

I am a small lady five feet tall and weight eighty pounds living in Wichita, Kansas.

I tried to get a defense job so I could help our country but they told me I was too small so I was forced to take a down town office job. I am a typist and file clerk.

Since Wichita has become a defense town, room and board has gone up and after I pay nine dollars and fifty cents($9.50) a week plus sixty cents (60¢) carfare I haven't much money left for spending. I get thirty cents (30¢) an hour. I have been frozen to my job so I cannot quit without a release. I want to buy defense stamps but I am unable to do so.

Will appreciate it if you will have a law passed making down town employers in defense towns pay at least thirty-five or forty cents (35 or 40¢) an hour so the girls who work in down town offices can have a little money for defense stamps and buy what they have to have.

Hoping you will give my letter every possible consideration, I am

Respectfully yours,

Miss Maurine Harrell

161 S. Belmont
Wichita, Kansas

P. S. Please do not mention my name and address.

CROSS REFERENCE SHEET

Name or Subject: Twin Cities Ordnance

File No.: 362

Regarding

Date

Letters in re Negroes
Mar + Apr, 1943

SEE

Name or Subject: "Twin Cities" folder

File No.: Defense file.

File cross reference form under name or subject at top of the sheet and by the latest date of papers. Describe matter for identification purposes. The papers, themselves should be filed under name or subject after "SEE."

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For use in all Filing Systems

293

War files

March 27, 1943.

Mr. Elmer G. Quin,
222 Sagamore Drive,
Rochester, N. Y.

Dear Mr. Quin,

Your letter of March tenth discussing a news release issued by the Women's Bureau, and pointing out what seems to you a misstatement, has been referred to us for reply.

As the release is based on one of our reports, i believe you will find the enclosed copy of the report of interest as throwing more light on the subject. On page 29 of this report is contained information along the line mentioned in the next to the last paragraph of the release, but in more detail. The release in presenting the idea apart from the fuller context of the report doubtless gives too streamlined a version for clarity.

If after reading the statements in the report you have farther questions we shall be glad to answer them. Enclosed also is another bulletin dealing with the question of "equal pay" for women in war industries, which may also be of interest.

Sincerely yours,

Mary Anderson, Director.

MVR
11
Encl.

Form WPB-3

Miss Anderson.

WAR PRODUCTION BOARD

OFFICE MEMORANDUM

To: James V. Fitzgerald
Director of Information, Labor Department

From: Stephen E. Fitzgerald
Director of Information, WPB S.E.F.

Date: March 18, 1943.

Subject:

WOMEN'S BUREAU
MAR 22 1943
DEPARTMENT OF LABOR

The attached letter from Mr. Elmer G. Quinn asking for information on press release OWI-1329 was referred by mistake to our office.

I am passing it on to you.

RECEIVED - LABOR
Information Div.
MAR 20 1943
A.M. 7 8 9 10 11 12 1 2 3 4 5 6 P.M.
4

ELMER G. QUIN
222 SAGAMORE DRIVE
ROCHESTER, NEW YORK

March 10, 1943

Office of War Information,
United States Department of Labor
Washington, D. C.

Gentlemen:

There has just come to my attention an "Advance Release" copy of a news item for the afternoon papers of Friday, February 26, OWI-1329. It seems to me that the next to the last paragraph on page 2 is either basically wrong or as written is subject to misinterpretation. The article says "any innovations designed to reduce the skill required or lighten the work may actually increase production and decrease unit costs, and do not serve as warrant for lower wage rates for participating workers".

The most advanced and I think the fairest approach to job evaluation has been the development through recent years of the interpretation of the monetary value of a job as based on skill, working conditions, responsibility, physical effort, mental effort and mental application, each in a set ratio. On the basis of the opinion of various authorities who studied this setup, skill constitutes about 50% of the whole, and physical effort another ten to fifteen per cent. In the light of this, it is hard to interpret the sentence I have quoted, because certainly if the skill and physical effort are reduced the wage rates should be automatically lowered. If this is not done, the comparative value of jobs will become unbalanced and will create an unfair comparison between operators. This applies equally to both male and female jobs and I feel, as stated in the article, that all other things being equal the question of sex should not enter into the picture.

I would like to know just what the intent was and to get the writer's viewpoint. There is so much loose information being circulated that it could easily be misinterpreted and used by groups who wish the coat to fit the particular situation.

Very truly yours,

Elmer G. Quin

Elmer G. Quin

EGQuin/rmp

ADVANCE RELEASE

ADVANCE RELEASE: For FRIDAY AFTERNOON Papers, February 26, 1943.
Fitzgerald-24

OFFICE OF WAR INFORMATION
U. S. DEPARTMENT OF LABOR

OWI-1329

Many jobs where women could replace men and thus release them to fields having more acute need of male labor are revealed by an occupational analysis of cannon and small arms manufacture, issued today (Friday) by the U. S. Department of Labor.

The publication will help in the recruitment of women for war plants and in solution of manpower problems, according to Mary Anderson, Director of the Department's Women's Bureau.

"The findings show the fallacy of considering war industry jobs traditionally men's or women's," Miss Anderson said: "In the plants surveyed larged numbers of women could be added to perform many operations typical not only of cannon and small arms production but of other branches of munitions making.

"In this field just studied women are already employed on a wider variety of machines than in any other of the war industries we have surveyed.

"We are glad to report that three of the eight plants visited had adopted the equal pay principle for women. Where wage differentials exist, the problem has become increasingly acute both with the women hired and with the men inducted into the armed forces."

About 11 thousand women had been recently employed and satisfactorily adjusted to many kinds of jobs in the eight plants reported on -- four Government arsenals and four private enterprises in six States (Massachusetts, Connecticut, New York, Michigan, Ohio, Illinois).

Women constituted only 15 percent of the 75,000 employes in these plants, the feminine force with the individual firms ranging from 30 percent down to 3 percent. The rising tide in woman employment in this field could be speeded up to much higher levels -- to 75 percent of the workers in the small arms branch, because of the comparative lightness of the work, and to 40 percent in cannon manufacture, according to the report.

Pointing out that prior to 1942, except in the last war, women were employed to very slight degree in making these types of materiel, the bulletin adds that the firms with the very small proportions of women had only recently employed them. The varying percentages of women were due to "differences in male labor supply in the areas, differences in local draft board policies, and differences in managements outlook as to the feasibility of using women."

The data illustrate striking inconsistencies in the use of women. "Men and women interchange on the same job or comparable work on the same shift. Or women do jobs on the day shift performed by men on the night shift. Or a certain type of work performed extensively by women in one plant may be done entirely by men in another," the bulletin says.

For instance, one arsenal had no women on even the simplest or lightest machine operations in making small arms components, but had them driving electric trucks, making large wooden packing boxes, operating band saws, and so on. Other firms had no women on these jobs but employed 60 percent women in certain machining departments.

(Over)

X-10730

The survey found many men on clerical jobs, who could easily be replaced by women. Office workers in the small-arms plants were 40 to 82 percent men.

Opportunities for all types of woman labor are stressed, from the unskilled work of greasing and packing parts to the highly skilled jobs of setting up machines or operating electrical cranes, on which some women were employed in the plants visited. Considerable detail as to all the various machine makes and sizes used in this field is given in the report to indicate what women are doing or can do on machine tools.

Among the wide variety of machines used in small-arms plants, milling machines predominate. More women operate these than any other one type. A few women were running profilers, a kind of milling machine that calls for more skilled and strenuous work. Large numbers of women were on drill presses, constituting in one plant four-fifths of the force on such machines. Women were employed extensively on turret, engine, and bench lathes in three plants though two others had no women on such work. To varying degrees women were operating grinding, automatic screw, and barrel machines.

Other kinds of jobs in small-arms production performed by women on which they could be used in larger numbers included: Burring, filing, polishing, assembly work, inspection (visual and with precision measuring instruments), tool-crib and stockroom tending, laboratory work.

In cannon manufacture, characterized by much heavy work, women were employed on many of the same types of operations as in small arms. But no women were running heavy duty machines in the big gun shops. Carefully selected college graduates were being employed to inspect gages, a job requiring skill and considerable knowledge of mathematics.

The minimum entrance hourly rates for women in the eight plants ranged from 39 to 60 cents, the range for men being from 39 to 75 cents, with 50 to 55 cents the most common beginning pay for both. In the three plants that had adopted the equal-pay policy, both minimum entrance rates, and job classification rates were the same for men and women.

Basing rates on occupation rather than sex became a pressing issue in these plants, the report explains, because they had had almost 100 percent male labor and, with the hiring of many women, had made little or no change in the physical characteristics of the jobs. It is pointed out that in general, "any innovations designed to reduce the skill required or lighten the work may actually increase production and decrease unit costs, and do not serve as warrant for lower wage rates for participating workers."

Bulletin 192-3 can be obtained by those needing it for war purposes by writing to the Women's Bureau, U.S. Department of Labor, or can be purchased for ten cents from the Superintendent of Documents, Washington, D.C.

#

237

March 26, 1943.

Mrs. Monna C. Hayden Matthews,
2000 Chenevert,
Houston, Texas.

War file

My dear Mrs. Matthews:

Your letter to the Department of Labor has been referred to the Women's Bureau for reply, and we are sending it on to the War Manpower Commission, as that is the agency having charge of the recruitment of labor in war plants.

I am sure that you will find in Houston through the Red Cross some temporary help for your financial expenses.

Sincerely yours,

Mary Anderson, Director.

MA.RFN/nb

copy

Houston Texas
March 22-43

Dept. of Labor.
Washington D.C.

WOMEN'S BUREAU
MAR 24 1943
DEPARTMENT OF LABOR

Came air mail

Dear Sir:

rec'd 4
P5n
3/25

I hate to do this. But there is so much talk of shortage of Labor. here in Houston. But you go to the Shipyards or Hughes Tool + places like that + try + get work + you can't They don't need anyone. They sometime let you fill out an application That is all you ever hear about it. There are plenty of woman here like my self who need work. are willing to do

any kind. But we can't get it.

Have been working at General Electric winding motors + loping coils. But they had too much help for the work so I was one of the ones let out. Have been to the State employment. But it didn't do any good. I am really getting desperate. I only have money to last another week for Room + Board. Then what am I to do my husband is in the Army but in the Guard house so I don't even have my allotment now.

I am 38 years old

iweigh 117 pounds am
5 ft 3 inche tall.

Have had 2 year of high school work. several years ago I General Office work + filing for Swift + co Chicago Ill.

If you could help in any way I would certainly appreciate it. Would like to work in a ~~ha~~ defense plant.

Hoping you can help me in some way.

I am.

Manna E Hayden Matthews.
2001 Genevert.
Houston
Phone B 3-4401.

237

March 26, 1943.

Mrs. Monna C. Hayden Matthews,
2000 Chenevert,
Houston, Texas.

War file

My dear Mrs. Matthews:

Your letter to the Department of Labor has been referred to the Women's Bureau for reply, and we are sending it on to the War Manpower Commission, as that is the agency having charge of the recruitment of labor in war plants.

I am sure that you will find in Houston through the Red Cross some temporary help for your financial expenses.

Sincerely yours,

Mary Anderson, Director.

MA.RFW/nb

war file

288

March 22, 1943.

Mrs. Ruth Paxton,
La Monte, Mo.

My dear Mrs. Paxton:

Your letter of March 15 to the Secretary of Labor has been referred to the Women's Bureau.

While I agree with your viewpoints as to better utilization of women workers at the Sedalia Air Base, we are in no position to make decisions regarding hiring policies. We are referring your letter to the Civilian Personnel Officer at the headquarters of the Army Air Bases here in Washington, and I am sure you will hear from him as to the employment policies at your Air Base.

Sincerely yours,

MA/RFN/nb

Mary Anderson, Director.

War dept letter attached.

More Women Are Needed For Labor

WASHINGTON, March 11—(AP)—At least 2,750,000 additional women will be needed in America's labor force this year, Secretary of Labor Perkins told a meeting of state labor officials and federal representatives today during a conference called to discuss the work of women in war plants and other industries.

"Most of these new women will be drawn from among those now engaged in homemaking," she said, adding that the majority of these would come from non-farm areas and be under 45 years old.

"On the basis of these overall statistics we may say with a great deal of confidence that we can meet the labor requirements imposted by the war program," the secretary said. "If we meet the program, about 35 per cent of the women in the United States, 14 years of age and over, will be in the labor force."

RECEIVED
OFFICE OF SECRETARY OF LABOR
MAR 18 1943
AM 9|10|11|12|1|2|3|4|5|6 PM

Mrs. Fred Paxton
#2, La Monte, Mo.
March 15, 1943

Sec't. of Labor
Dear Madam,

Inclosed please find newspaper clipping stating that women were needed in war plants and industries. I cannot understand a lot of this as I live by the Sedalia Air Base located at Knobnoster, Missouri, where both men and women are employed and all you can hear is they need more help but when I went to get employment there, this is what I was told. Yo

relation could be employed. My husband works there. Now, I am an experienced Power Machine Operator and they need skilled help there badly (I received my training at Kansas City, Mo. at Baker-Lockwood on a Gov't. contract) We have bought a farm here and if we both could work we could keep the farm going we could do our part that way. It seems so foolish for for everyone to 'howl' 'no help' when there are so many skilled workers that some silly regulations keeps from working. I want

this war to end and want to work to do my part but they say, no you might be related to some one here. My husband is in the Sheet Metal Dept. How could it hurt us both working there. Yet they will hire some one that knows nothing about the work. She will use extra Gasoline to get to and from work where two or three in the same family could use the same car, thereby saving gas. She also wastes valuable time learning & possibly valuable materials.

I guess there is still a lot for the workers to learn but think

some others could learn a lot also.

It seems a pity that experienced workers in rural communities must leave their farms and go to the cities to seek employment when by working split shifts they could both work and farm, thereby doubling their part in the war effort. As long as this is possible why not take advantage of it?

Thanking you, and hoping something can be done about this, I remain,

Yours Resp.
Mrs. Ruth Paxton

ADDRESS REPLY TO
HEADQUARTERS OF THE ARMY AIR FORCES
WAR DEPARTMENT
WASHINGTON, D. C.

WAR DEPARTMENT
HEADQUARTERS OF THE ARMY AIR FORCES
WASHINGTON

April 10, 1943.

WOMEN'S BUREAU
APR 12 1943
DEPARTMENT OF LABOR

Director of Women's Bureau,
Department of Labor,
Washington, D. C.

Dear Madam:

This is in reply to the questions raised by Mrs. Ruth Paxton regarding the employment policy of the Army Air Forces in her letter of March 15, 1943 to the Secretary of Labor, a copy of which you forwarded to this Headquarters on March 22, 1943.

Investigation by this Headquarters disclosed that Mrs. Paxton was not employed at the 325th Sub-Depot, Sedalia Army Air Field, Warrensburg, Missouri, because this Sub-Depot has just recently been activated and the necessary machine and equipment which would require experienced operators has not yet been installed. When additional personnel is required at this Sub-Depot, the application of Mrs. Ruth Paxton will be given the same consideration as other applicants in the same field. The restrictions on employment of members of the same family at Army Air Forces activities are the same as though applying generally throughout the Federal Civil Service.

We hope this information is sufficient for your purpose and any time we can be of assistance to you, please do not hesitate to call on us.

Sincerely yours,

Henry E. Jenkins, Jr.

HENRY E. JENKINS, JR.,
Major, Air Corps,
Chief, Personnel Standards Branch,
Civilian Personnel Division,
Office of Assistant Chief of Air Staff,
Personnel.



232

March 20, 1943

Mr. Philip Drinker, Consultant
Shipyard Labor Relations Division
Maritime Commission
Washington, D. C.

Warfield - gen.

Dear Mr. Drinker:

Women are being employed in increasing numbers in the operation of pneumatic tools. The question has been raised to the Women's Bureau whether effects of their use are especially severe for women. Taking into consideration the three factors, shock and vibration, effort required to maintain the tool in position, and noise, we will appreciate your opinion on the special effects of such operation on women, the best methods of preventing severe results whether for men or women, and particular consideration that should be given in pre-employment physical examination of workers for these jobs.

Sincerely yours,

Mary Anderson, Director

MTM:ml

375

March 19, 1943

Mrs. Hazel Waite
2323 Scott Street
Melrose Park, Illinois

War file

My dear Mrs. Wait:

Your letter to the President has been referred to me for reply. You asked why employers are not permitted in the State of Illinois to employ women 7 days and 56 hours a week. Experience has proved that 48 hours and 6 days a week is as long as any worker should be employed over a long period of time. Long hours produce sickness and fatigue and result in accidents, which in the long run reduce production.

Although 20 or more States have succeeded in limiting the hours for which women may be employed to 48 a week, few have progressed so far as to have passed similar laws for men. Many trade unions have through agreements with their employers succeeded in establishing a 48-hour week and even shorter hours in many cases. The War and Navy Departments, the Manpower Commission, the War Production Board, and other Federal agencies have joined with the U. S. Department of Labor in recommending that the 48-hour week, 8-hour day and 1-day-of-rest-in-seven be established for all war industries in the interest of increased production. It is true that occasionally emergencies arise which make some slight deviation from these standards necessary. Employers in States that have 48-hour laws for women are not permitted to employ women longer than 48 hours without getting special permission from the State labor commissioner.

I am inclosing copies of resolutions recently adopted by a conference, called by the Secretary of Labor, endorsing the standards for women workers which I have referred to in this letter. I am sure that you will be interested in the reasons expressed in these resolutions for maintaining these labor standards.

Sincerely yours,

Mary Anderson, Director.

Inclosure
MA: S:MG

RESPECTFULLY REFERRED
FOR ACKNOWLEDGEMENT
AND CONSIDERATION

Marguerite Lehand

Secretary to the President

WOMEN'S BUREAU
MAR 5 1943
DEPARTMENT OF LABOR

Feb. 24, 1943.

President Roosevelt,
Washington, D. C.

RECEIVED - LABOR
Chief Clerk
MAR 5 1943
AM 9 10 11 12 1 2 3 4 5 6 PM

Dear Mr. President:-

I am a women worker in a Defense Plant in the state of Illinois. Last week we had lots of work in our department and should have been allowed to work on Sunday. Instead the men in our department were called in and given our work to do. There has always been an agreement with our union (the C.I.O.) that the Company could not call a man in to do another man's work, as we women called in the Union, and the argument the Company gave the Union was that in the state of Illinois a women was not allowed to work more than 48 hours a week. I was of the impression that while we are working on defense

work we would not be limited to 48 hours per week. Am I right in this respect?

It hardly seems fair to the women workers if they can only work six days a week, and if there happens to be Sunday work, the Company is allowed to bring in someone else on their job. We work all the week for 79¢ per hour while the men earn $1.04, and they are under the same classification.

It cost the company more money to call the men in last Sunday on our job because they made a big mistake. They packed an order of rocker arms for shipment and did it wrong, and the women had to unpack it and repack it on Monday. That made the packing of that order cost three times what it should have cost.

I am sure something could be done so that women in Illinois working in defense plants can work 56 hours a week instead of being limited to 48 hours. If we work all the week we should be allowed to work

one Sunday when the opportunity arises. I certainly feel that this is discrimination against the woman worker. If women in other states are allowed to work 56 hours a week, why shouldn't we. We feel at a time like this there should be no discrimination between men and women workers.

Would appreciate hearing from you regarding this matter.

Respectfully,

Mrs. Hazel Waite
2323 Hatt St.
Melrose Park, Ill.

281 Files

war files

PETROLEUM ADMINISTRATION FOR WAR

WASHINGTON

MAR - 8 1943

My dear Mr. Boyd:

It was, in a sense, just a part of the morning report when Deputy Administrator Davies told me the other day that March 10 was to be the deadline for shipment by the oil companies of the remainder of the scrap rubber which they collected during last Summer's campaign.

But, to me, it was much more than merely that. To me, it was a reminder of an outstandingly important job that was done outstandingly well.

It was last June 12 that President Roosevelt called upon the oil industry to undertake a short-term, intensive campaign for the collection of reclaimable rubber. The President said, in part:

"If the collection campaign yields a large amount of rubber, it may be possible to protect the country's military supply of rubber, as well as help meet essential civilian needs."

The Petroleum Industry War Council spearheaded the campaign, enlisting the million men and women of the oil business, and putting into the effort the industry's 400,000 filling stations, its automotive equipment and its money.

The results are now history: approximately 454,000 tons of scrap rubber added to the Nation's stockpile. My thought at this time, however, is that I earnestly hope that, because it is history, the campaign will not be forgotten. I hope that the American public may realize, and appreciate, the fact that the recaps which they are getting were made possible because of that scrap rubber drive of last Summer. What the President voiced as a possibility, you of the oil industry have transformed into reality.

As the head of the Government agency through which the petroleum industry channeled its efforts, I want to renew my previously expressed appreciation of the job that was accomplished.

Sincerely yours,

Harold L. Ickes

Petroleum Administrator for War.

Mr. William R. Boyd, Jr., Chairman,
Petroleum Industry War Council,
1625 K Street, N. W.,
Washington, D. C.



397

For freezing

war file

March 1, 1943.

Mrs. Mildred Willhoite
4508 Junius Street
Dallas, Texas.

Dear Mrs. Willhoite:

In response to your recent letter which has been referred to me for answer I am very glad to send you information having to do with transferring from one job to another.

First, may I say there is no law freezing a worker to a job. There are, however, 32 critical areas where workers are urged not to transfer from one job to another. When a worker is making application for a new job or wants to change jobs for a reason, the policy is that he or she must present what is called a "release," from his or her last employer. This release may be obtained (1) because a worker is not needed any longer, (2) because he or she has been working below his or her skill, (3) been traveling unreasonable distances to work, (4) has a compelling personal reason for changing jobs. If, for any reason, the employer refuses to issue this release at your request, it is suggested that you apply to the United States Employment Service for such a release.

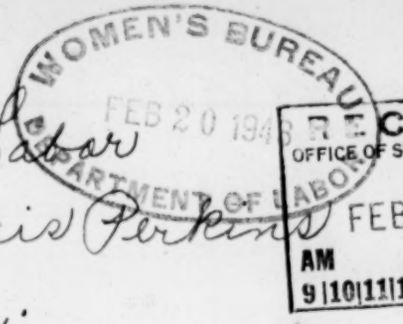
According to what you say in your letter, it would appear that you were dismissed from your job when the forman told you to "get your coats and check your cards." This would appear to be a sufficient reason for securing another job.

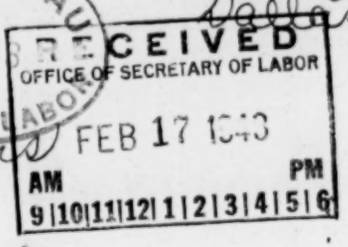
Very sincerely yours,

MA:EC:cam

Mary Anderson, Director

Feb. 15, 1943
4508 Junius St.
Dallas, Texas





To Secretary of Labor
Madam Francis Perkins

Dear Madam:

Madam Perkins I should like to take the opportunity to advise you of a practice here that I believe to be very unfair, that is that the war plants of this area are all entered into an agreement that one company will not hire anyone who quits one plant without getting a written release. It doesn't seem to make any difference your reason might be for leaving they just simply can refuse to give you a release. If that happens to you, you immediately become an unemployed person. My case is like this. Today two girls with whom I work and myself lead ahead with our work and the floor manager told one of us that he had decided that we would have to do our work another way with out giving a full explanation as to how he wanted it We thought we would wait until he

could show us what and how he wanted it done before doing a lot of work that might have been wrong, and doing anything but just like he wants is reason enough to be fired, so you see we couldn't afford to try to show any initiative. When he came back to our department, before we could ask him what to do he began to yell out at us, "get your coats & check your cards," so we did.

I asked him if he was fired me, he began to explain, no he wasn't firing us just sending us home for the afternoon If he can send me home for four hours, keeping me from getting my overtime pay for the week, what is to keep him from sending me home for a month, for some silly reason? It just so happens that we had the money at home or I wouldn't trouble you with all this.

It isn't altogether unlikely that my husband will have to leave for the army soon, and if he does I will have to support myself as well as our small daughter. To me, yelling at a person as if they were a horse is grounds enough to quit, but, you can't afford to if you can't get a release. The "Child's Punishment" of sending you home is

really cutting your salary. mine isn't the first case be it happens quite frequently.

If there is anything that I can do to get a release from this firm and get into some other Government job will you please advise?

Yours Truly,
Mildred Hillcoate

331

February 18, 1943.

War file

Miss Anne Shipman,
467 W. Water Street,
Elmira, New York.

My dear Miss Shipman:

Your letter to the Secretary of Labor has been referred to the Women's Bureau.

While we are most sympathetic with your position in trying to find employment, neither the Department nor this bureau is in a position to send a statement to the Eclipse war plant. From what you write you have sufficient supporting evidence as to your citizenship and loyalty. As a matter of fact the only place where aliens were prohibited from being employed was on secret processes - not necessarily, therefore, prohibited from employment in all sections of a plant.

I suggest that you get the exact ruling of the War and Navy departments on this matter, which I am sure would be obtainable from the head U. S. Employment Service office in Elmira. That office may also be in a position to give the personnel manager at the plant permission to employ you. (I do not know all the detailed regulations in this matter).

Sincerely yours,

Mary Anderson, Director.

MA.RFH.nb

467 W. Water Street
Elmira, N.Y.
Feb. 10th 1943

Dear Madam Perkins,

Believing you are interested in "jobs for older women", I am approaching you, personally, for advice and help.

A job in the Eclipse War Plant here is available for me if I had a birth certificate. — I was born in Lawrence, Kansas, where I understand my mother was visiting and the birth was not recorded. — I was brought to Elmira as a baby and spent several early years here.

All my family and their intimate friends are long since dead so I have no one to ask about the matter; and, most unfortunately, the baptismal records

of Park Church here, previous to 1900, have disappeared, so the present pastor tells me.

My parents were born in the middle west as my application blank at the Eclipse shows and by their own "word of mouth" they were never outside the U. S. A. — I defy anyone to discover passports!

Two representative citizens of Elmira have written properly notarized letters for me stating that they knew me here as a child and that my parents were loyal American citizens, but the Eclipse personnel manager seems to be afraid that is not enough, though he agrees with me that it is "straining at gnats and swallowing camels" to keep a patriotic citizen from helping the cause for a mere technicality.

Will you kindly advise what can be done to overcome this "red tape"? — I am very eager to begin work.

With appreciation for your courtesy,

Very truly yours

Anne D. Shipman.

178

February 15, 1943.

war file
Compl

Miss Phoebe Hochenberry
Miss Irene Bare,
326 Market Street,
Oxford, Pennsylvania.

Dear Misses Hochenberry and Bare,

Your letter of February 9, has been referred to the Women's Bureau of the United State Department and to me for answer.

I suggest that you go to the office of the Employment Service located at South Third Street, Community Building. This office is open on Wednesdays from 9 to 12 o'clock. Inasmuch as the work you have been doing is injurious to your health, I feel certain that the United States Employment Service will assist you in getting a release from your previous job.

There is no law freezing a worker to a job. There are how ever critical areas where workers are urged not to transfer from one job to another. In other words there is nothing to prevent a worker from quitting his present job at any time for any reason. When a worker makes application for a new job, the policy has been that he or she must present what is called a "release" from his or her last employer. This release may be obtained (1) because a worker is not needed any longer; (2) he or she has been working below his or her skill; (3) been traveling unreasonable distance to work; (4) has a compelling personal reason for changing jobs. If for any reason the employer refuses to issue this release at your request, you may apply to the United States Employment Service for such a statement. If both refuse you have the right to appeal to the local Area Management Committee and then to the Regional Office of the War Manpower Commission.

It would be my opinion that if the work in the Powder Plant injures your health this should be sufficient reason for wanting to change your job. If we can give you further advice or help let us hear from you again.

Sincerely yours,

Mary Anderson, Director.

W.13.

WOMEN'S BUREAU
FEB 15 1943
DEPARTMENT OF LABOR

326 Market Street
Oxford, Pa.
Feb. 9,1943

FEB 13 1943
DEPT. OF LABOR

State Labor Dept.
Washington, D. C.

Dear Sir:

WE, Phoebe Hockanberry, and Irene Bare, have been employedat the National Fireworks, one of the defense plants at Elkton, Maryland.

Phoebe Hockenberry has been there since Sept.4,I942; Irene Bare has been there since July 2, I942.

Both of us were put in the powder building from the first. Both of us have had powder poison very badly. One of us got a transfer to another building for a month, A building where there wasn't any Tetryl, the powder that is so very injurious to one's health. The other was never given a transfer.

Why, when they know that we are not able to work in powder, do they not give us a transfer?

We quit working there on Sat. Feb.6, I943. We want to do our partin this war too, so why not give

us a chance too. Although we are not able to work in tetryl and although they won't give us a transfer, we are sure we can do something to help.

WE want to help, willYOU help US???? How? By helping us get a Release from this plant.

We have put an application in at the Lukens Steel Mill at Coatesville, Pa.

They tell us that they can not consider our application until we have a release to show to them.

By working there it will be closer to our homes; By that we can help conserve rubber and gasoline. In this way we are helping our country. Do you agree with us?

Here's hoping for a reply soon.

Thanking you very kindly, we are:

Phoebe Hackenberry

Irene Bare

315

February 13, 1943

War file

Mrs. H. C. Roberts
3003 Jackson Street
Sioux City, Iowa

My dear Mrs. Roberts:

We in the Women's Bureau know that a bumper crop will not be harvested unless thousands of women aid in the effort. Last harvest season this happened because the demand was great and women answered the call even though there was little previous preparation for their use. We have been urging the formation of a women's unit for permanent part-time and seasonal work. However, the Farm Placement Service of the Employment Service has opposed women's employment at every turn and are still doing so.

Recently, Mr. Paul McNutt and Secretary Wickard agreed that farm labor was to be handled by the Department of Agriculture. We held a meeting with the Extension Service and agreed that this service should take the lead in the organization of the work for women but, as yet, no plans have been formulated. So I cannot tell you where you may contribute "toward the agricultural program" for it takes the Federal organizations too long a time.

Why not get in touch with your own Extension Service workers and see whether you cannot help to get something started at home.

Sincerely,

Bertha M. Nienburg,
Assistant Director

BMN:LW

315

February 13, 1943

War file

Mrs. H. C. Roberts
3003 Jackson Street
Sioux City, Iowa

My dear Mrs. Roberts:

We in the Women's Bureau know that a bumper crop will not be harvested unless thousands of women aid in the effort. Last harvest season this happened because the demand was great and women answered the call even though there was little previous preparation for their use. We have been urging the formation of a women's unit for permanent part-time and seasonal work. However, the Farm Placement Service of the Employment Service has opposed women's employment at every turn and are still doing so.

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Sincerely,

Bertha M. Nienburg,
Assistant Director

BMN:LW

MRS. H. C. ROBERTS
3003 JACKSON ST.
SIOUX CITY, IOWA

Feb 11 1943.

WOMEN'S BUREAU
FEB 6 1943
DEPARTMENT OF LABOR

Miss Bertha Nienberg
Womens Bureau
Washington D. C.

My dear Miss Nienberg: I am prompted to write you after reading your letter in the Independent Woman. To which I heartily subscribe.

Will you be mutually frank with me and tell me why I can't seem to get anyplace with my wares.?

My husband is Business Managers for the S. C. Schools. I have had years of getting along with the tax payer, successful ones too.

My ability and work history have been accepted by the Iowa Merit System Council. That includes a degree, Supervisor of three hundred and fifty teachers. Each one requiring an acceptable (to them) salary dating. References from the Personnel Director of our leading dept. store, and also a Banker. These were pertinent to actual experience in placement. For the Banker I place, man and wife each on a salary for apartment and farm management.

MRS. H. C. ROBERTS
3003 JACKSON ST.
SIOUX CITY, IOWA

In your article you suggest "train
ing the women". I am all acquain
ted with our local U.S. Emp. Office
and know they are not equal to
this added responsibility. Every hour
of the day the radio urges women
to enlist with your local Employ
ment Office. Des Moines, 1000 Club
Women promised to do. In June
thousands of untrained teachers
will do their patriotic duty. I have
tried to get our Office to do field
work among the professions and
have had some success in getting
the teachers to do night classes in
radio, preparatory to enrolling in
the Engineer Training Courses for
machine shop classes. We have
very fine school equipment and
a very fine N. Y. A. Iowa State College
officials many training opportunities

The women of fifty, I am scared
will I believe, will be the back
bone, the integrity of our farmers
all out program. In Sioux City we
have an organization called "Old
Home Ecos" Home Economic teachers
from Ames, and Kansas, Illinois, Missouri
One of these I interested in taking the
radio course at St Louis U. against
all my better judgement. She is a
trained dietitian also a teacher. Such

MRS. H. C. ROBERTS
3003 JACKSON ST.
SIOUX CITY, IOWA

a waste of time, retraining.

Naturally in my position I can know what the school are planning. We have a Agriculture High School, No plans have yet been made for the Land Army to use this excellent set up!

Another thing I would like to do is case every boy and girl in our Senior classes before June. Using the school psychologist industrial teachers and the civil service examinations. This information classified, coded and given to the bewildered Employment Office.

Sioux City does not have any War Industries, we are certainly a fertile market for retraining.

Also can you direct me toward that position, in which I can contribute toward our agricultural Program

Sincerely

Mary Roberts.

January 28, 1943.

Mr. George S. Wilson
Glenn L. Martin Organizing Committee
353 North Gay Street
Baltimore, Maryland.

Dear Mr. Wilson:

Thanks for your letter of January 21. You may be sure that there is no offense on my part because our two recent articles have not been printed. My only concern was twhether we are sending the type of mat0 erial most useful to you and to those who get the "Beacon."

Miss Munder will get the copy underway to meet the suggestions contained in your letter to her.

Greetings to you.

Sincerely yours,

Elisabeth Christman

EC/cam

GLENN L. MARTIN ORGANIZING COMMITTEE

UAW – CIO

353 NORTH GAY STREET

BALTIMORE, MARYLAND

SUB-OFFICES:

HARRISON AND EASTERN AVENUES
MIDDLE RIVER, MARYLAND

□

TRAILER OFFICE
ESSEX, MD.

PHONE: PLAZA 1366

WOMEN'S BUREAU
JAN 22 1943
DEPARTMENT OF LABOR

January 21, 1943

Miss Elizabeth Christman
Field Representative
U. S. Department of Labor
Women's Bureau
Washington, D. C.

Dear Miss Christman:

This will acknowledge your letter of January 21, 1943. I would like to inform you that your articles written by your staff are most interesting and are well liked by both female and male members of the Glenn L. Martin Company.

I hope you are not offended by our having missed your two articles. It so happened that Miss Wunder sent her article to me and I was in Washington at the time it arrived here. I was in Washington all week and naturally no one opened my mail. I have already informed Miss Wunder to send one copy of her article to me and one to Mr. Fred d'Avila. If again I am out of town when her article arrives, he will go right ahead and publish it.

Please keep sending your weekly articles and hope all misunderstandings are cleared up.

My very best wishes to you, I am

Fraternally yours,

George S. Wilson

George S. Wilson
International Representative

mab

217

January 23, 1943

War file

Miss Margaret Levy
118 Cushing Street
Providence, Rhode Island

Dear Miss Levy:

Your letter of January 10 to the Women's Bureau has been referred to me. I am enclosing a copy of a press release which indicates many of the occupations now being filled by women in railroad and air transportation, as well as other branches of transportation.

If there is any additional information which you desire please do not hesitate to write.

Very truly yours,

Dorothy Sells, Chief
Personnel Supply Section

Copy to Mary Anderson

WOMEN'S BUREAU
JAN 25 1943
DEPARTMENT OF

OEM-33

EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE FOR EMERGENCY MANAGEMENT

OFFICE MEMORANDUM

To: Miss Mary Anderson

Date: January 23, 1943

From: Miss Dorothy Sells DMS

Subject: Your referral of a letter from Miss Margaret Levy.

I am attaching a copy of the reply and the enclosure sent to Miss Levy.

X-5706

ADVANCE RELEASE

ADVANCE RELEASE: FOR SUNDAY MORNING PAPERS, November 8, 1942

Sample-5593

OFFICE OF WAR INFORMATION
OFFICE OF DEFENSE TRANSPORTATION PM-4093

At least 300,000 women will help the transportation industry keep America "on the move" before the war is over, Otto S. Beyer, Director of the Division of Transport Personnel, Office of Defense Transportation, predicted yesterday (November 7).

Since there are at present approximately 120,000 women in transportation jobs, this means that some 180,000 other women will be called upon in the coming months to take over work traditionally done by men.

Mr. Beyer emphasized that the jobs which must be filled primarily are not all in the "white collar" category in which women customarily are employed, but are jobs in the shops, hangars, terminals and yards from which men are entering their country's service in the armed forces. The transportation industry, Mr. Beyer reported, is finding that such jobs can be filled satisfactorily by women characterized, not by "toughness," but by intelligence and other qualities which naturally command the respect of their fellow workers and the public.

Among the airlines, women soon will comprise at least 40 per cent of the personnel, including maintenance workers, Mr. Beyer estimated on the basis of reports from the industry. The airlines first introduced women as reservation clerks, control clerks, ticket agents, dispatch clerks, meteorologists and passenger agents. The experiment was so successful that the use of women was extended to other jobs previously considered in the realm of men's work. Now women are found working as welders, riveters, radio mechanics, spark plug cleaners, machinist specialists and instrument repairmen.

Individual cases include the following:

At Pan-American Airways, Vera Covell directs landings and take-offs of Clippers by radio.

Eve Freeman is traffic manager for Transcontinental and Western Air, Inc., in San Diego, and Marie Hadley is the new traffic manager for American Airlines in St. Louis.

A former college instructor of music, Lucie Lande, is employed in the accessory overhaul shop of Pennsylvania Central Airlines.

Mrs. Majorie Landa, daughter of a late Wyoming Congressman, is doing intricate work on a carburetor air scoop at PCA.

Isabel Ebels, an airline engineer for United Air Lines, has been assigned to the research and development section.

Dorothy Mackay is employed by United Air Lines as a Link Trainer Operator, and Margaret White is one of the Link Trainer Operators at Eastern Air Lines.

In the local transit field, the woman conductor is returning. On the Market Street Railway in San Francisco, at least 60 women are working as uniformed conductorettes. The San Diego Electric Railway Company is employing women as both street car and bus operators. Women are serving as bus drivers, street car operators, draftsmen and ground collectors on the Key System of Oakland, California.

The Hill Transportation Company, of Portsmouth, New Hampshire, is among the companies hiring women as bus drivers. Among them are Georgie Ruth Smart, who drove eight-wheel semi-trailers through the Berkshires before becoming a bus driver, and Mrs. Annie I. Johnson, who also has driven trucks. Audrey Wiggins has been driving a bus for the Huntington Coach Company, of Huntington, Long Island, New York.

Local transit companies also are hiring women as ticket agents, dispatchers, electrical repairmen, gatemen and platformmen.

The use of women as truck drivers also is increasing. After experimenting with women as drivers of light trucks, the Canfield Driveaway Company now employs women as drivers of trucks carrying jeeps and ambulances from Detroit to seaboard cities. The Savin Express Company, of New London, Connecticut, has hired women as trailer-truck drivers.

Trucking companies also are beginning to employ women as chief clerks, claim adjusters, rate clerks, over-short-and-damage clerks, interline clerks, dispatchers, safety department workers, and terminal managers.

The railroads have benefited from their experience in the last war, and again are returning to the use of women. Besides their work in the offices and around the stations, women are busy in the shops, in the yards and on the trains. They are to be found as engine wipers and cleaners, laborers in shops and stores, station agents, draftsmen and levermen.

Some of the women are working as hard in the shops as they did in 1917, such as Amy Fisher, steam hammer operator for the Baltimore & Ohio Railroad.

Travelers who pass through the Union Station at Washington will find women in the information booths and selling tickets. Twenty-six women are similarly employed in the Pennsylvania Station in New York City. At Grand Central Terminal, New York City, women are being trained as ticket agents. After serving at local ticket windows, they will move on to the main ticket windows.

The President of the Cassville and Exeter Railroad, Cassville, Missouri, is Mrs. I. Dingler. The President of the Rock Island Southern Railroad, of Rock Island, Illinois is Lucy Rogers Walsh. The Vice President and Secretary Treasurer of the Fredericksburg Railroad, of San Antonio, Texas, is a woman, O. H. Judkins.

Jobs in the transportation industry now being filled by women include:

AIRLINES

Welders, sheet metal workers, accessory overhaul, upholsterers, baggage department, stock room attendants, hostesses, ticket sellers, dispatch clerks, meteorology clerks, ticket agents, reservation clerks, control clerks, rate clerks, stewardesses, radio operators, airport clerks, passenger agents, food service personnel, communication clerks, switchboard operators, wire operators, district traffic manager, aeronautical engineer, instrument mechanics, stock clerks, stock record clerks, teletype operators, fleet service clerks, cleaners, personnel workers, mail clerks,

tool room attendants, painters of luminous dials, spark plug cleaners, sewers of fabrics used in control surfaces, and link trainer operators.

LOCAL TRANSIT

Accident clerks, analysis clerks, assistant special counsel, ticket counters, money counters, dental hygienist, hand collection receipts distributer, traffic receipts distributer, insurance clerks, employment interviewers, pay roll clerks, schedule clerk, schedule maker apprentices, shop order clerks, ticket agents, assignment agents, supervisor of welfare, street car conductors, division heads and assistants, accident investigators, laboratory technicians, printing department stitchers, electrical repairman, car cleaners, gatemen, platform men, elevator conductors, coach operators, ground collectors, store keepers, draftsmen, surveyors.

INTER-CITY BUSES

Coach cleaners, ticket clerks, gas attendants, mail truck drivers, stock room clerks, traffic department personnel, ticket agents, information clerks, baggage agents.

TRUCKS

Drivers, rate clerks, ticket and unit sorters, mail clerks, cashiers, claim clerks, over-short-and-damage clerks, tracing clerks, information clerks, cartage clerks, assistant terminal managers, dispatchers, time keepers.

RAILROADS

Station agents, teletype operators, station caretakers, coach cleaners, telegraphers, telephoners, printer operators, engine wipers and cleaners, turntable transfer operators, shop laborers, store laborers, chief clerks, investigators, timekeepers, rate clerks, cashiers, claim clerks, mileage and statistical clerks, car distributers, car record clerks, ticket clerks, coupon clerks, stock clerks, waybill assorters, agent-telegraphers, laundry workers (such as press operators, shakers, and seamstresses), waitresses, cooks, train hostesses, yard clerks, assistant station accountants, assemblers, shop machine operators, crossing and bridge flagmen and gatemen, levermen, blue printers, draftsmen, blacksmith hammer operators, roundhouse clerks, elevator operators, information bureau attendant, patrolmen and watchmen, freight claim agents, section men, electrical workers, mechanics' helpers, baggage and parcel room attendant, foremen in the laundries and gang foremen in the shops, engine houses and power plants.

WOMEN'S BUREAU
JAN 25 1943
DEPARTMENT OF LABOR

OEM-33

EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE FOR EMERGENCY MANAGEMENT

OFFICE MEMORANDUM

To: Miss Mary Anderson

Date: January 23, 1943

From: Miss Dorothy Sells DMS

Subject: Your referral of a letter from Miss Margaret Levy.

I am attaching a copy of the reply and the enclosure sent to Miss Levy.

388

WAR SHIPPING ADMINISTRATION
WASHINGTON

WOMEN'S BUREAU
JAN 19 1943
DEPARTMENT OF LABOR

January 16, 1943

Miss Mary Anderson
Director, Women's Bureau
United States Department of Labor
Washington, D. C.

Dear Miss Anderson:

Thank you for your letter of January 8, 1943, in which you suggest that one of the new Liberty ships be named for Dr. Anna Howard Shaw, who was one of the leaders in the movement for women's suffrage.

I am sending a copy of your letter to Commissioner Thomas Woodward under whose jurisdiction comes the matter of selecting names for the new Liberty ships, and I feel sure that he will be glad to consider the request carefully.

I am asking Commissioner Woodward to let me know what decision is made regarding this matter, and I shall get in touch with you again as soon as I hear from him.

With kind personal regards,

Sincerely yours,

Marshall E. Dimock
Director, Recruitment and
Manning Organization

362

Files

November 25, 1944

Mrs. Rosalie Day
Employee Relations Department
Twin Cities Ordnance Plant
Federal Cartridge Corporation
Minneapolis, Minnesota

Dear Mrs. Day:

I am most grateful to you for sending me the interesting material from your files. It is so difficult to check on this type of information as it is now being collected.

I recall Miss Stitt's showing me this article, but thought you might have further data. Incidentally, Miss Stitt is no longer with this Bureau.

Miss Erickson has recently returned to Washington, and sends you her kindest regards.

Again thanking you

Very sincerely yours,

Mary Elizabeth Pidgeon,
Director of Research

MEP/ml

Files
280

COPY

Nov. 23, 1944.
Utica, N. Y.

War file

To Whom It May Concern:

In regards to us women leaving on war jobs. I used to work on a war job but have gone back on a job, a peacetime job because I don't like night work. I am single but that's why so many single and married women are leaving their war jobs they don't like night shifts. Employers would be able to hold on to the women if they did away with the night shift for women, that's bad enough for a man but a woman has so many more things to attend to than a man. We lose all interest in our church affairs, clubs, where the men that are left here are all married and a lot don't bother with such. Married women find their children need them home nights. There is something about the swing shift one dreads. If one could do something about women working just days, I know the women wouldn't quit their jobs to go on others. I've worked in the Savage Arms Plant, American Emblem Plant, Harroch Ibbstons Plant, but the night shift was too much for me. I'll stick to my peacetime job for the day work. Thank you.

Miss Pritchard,
Utica, N. Y.

No answer required

Mak copies

Nov 23, 1944
Utica N.Y.

To Whom it May Concern:

In regards to us women leaving our war jobs. I use to work on a war job but have gone back on a job, a peace time job because I dont like night work. I am single but thats why so many single and maried women are leaving their war jobs they dont like night shifts Employers would be able to hold on to the women if they did away with the night shift for women. That had enough for a man but a woman has so many more things to attend to than a man we lose all intrest in our church affairs, clubs when the men that are left here are all maried and a lot dont bother with such. Maried women feed their children and

There home nights. there is something about the swing shift one dreads. If one could do something about women working just days, I know the women wouldnt quit their jobs to go on others. I've worked on the Savage Arms Plant, American Emblem Plant, Hornock Ilion Plant, but the night shift was too much for me. Ill stick to my peace time job for the day work. Thank You

Miss Pritchard
Utica N.Y

November 21, 1944

Warfield

Mrs. Velma Smith
13049 Riopelle Street
Detroit, Michigan

Dear Mrs. Smith:

Your letter to the President has been referred to the Women's Bureau for reply since this agency is the one set up by Congress to study the problems and to try to improve conditions of women wage earners.

We are very sorry to learn from your letter that you have had so many troubles. It is difficult for us in Washington to give you the best advice about what might be done to help you. Therefore we suggest that you write to or talk with one of these people:

Mrs. Kathleen Lowrie
Women's Bureau Representative
4317 Glendale
Detroit, Michigan

Miss Elizabeth Hawes, Representative
International Education Department
UAW-CIO (United Automobile Workers)
1324 Maccabees Building
Detroit 2, Michigan

We hope that some of your problems will be solved and that you will have a better time soon.

Sincerely yours,

Frieda S. Miller, Director

RESPECTFULLY REFERRED
FOR ACKNOWLEDGMENT
AND CONSIDERATION

WOMEN'S BUREAU
NOV 16 1944
DEPARTMENT OF LABOR

William D. Kassell
Detroit. mich
11-8-44

Dear President. Just
To let you no How I feel To Day I cant
Explain I am So Glade you Wins I
Prayed for you when The Raidos was
Broadcasting The Vots I got in my
Bed Room on Bending my Prayers to
God. To please Stand By you and
he Did not only last Night. But all
ways I want To let you no you have
a Unknown Friend & friends. By Too Too
I hope you will Live all ways. I pray
God That he will long. long longer your life
and Stay where you are
I am a Defence. Worker Trying
To Help Win The War. Buying. Bond
and Stamps. I am Trying to Hold
out faithful To The end. I. Been employed
for Crysler Co. Plant Drive on.
E. St Gefferson 1200 Hon My under Standing
We Got a Bad Break and a Bad One
I work 17 mos. in Side 501. Bg. 243
and. did not mind it But Now
out Side of Door To Rain Snow and Ice

THE PLANT TELEPHONE
NO. LE. 4700

and loading and un-loading
car Bodies on The Rail Road. Nothing
But Colored Wemon White Wemon Wont
Do it We Got To Get & Set in The air
and push Bodies to The ones on The
Ground The Mens looking out The
Windows Laughing Saying help
I am telling the truth So Help
me The Mens got Good Jobs
in side The old Mens. 4 F mens
The union say we old Girls
Got a Bad Break He will See
about it The ones got 6 mos. got
a Better Break Then Those have
12 mos. The reason I am telling you
Because I Believe you can do Something
about Please I am Disgusted and sick
From your Farley Friend. Voted for you

answer Soon
Please

Miss Velma Smith
13049 Riopelle St. Detroit Mich
to Dear Pres.

DISTRIBUTOR 152
PERMIT 4857

Total Conscription

Men, Machines, Materiel, Money!

The United States and Canada must install Total Conscription to ensure military victory and internal security in the postwar.

Total Conscription will exclude fascism from the North American Continent.

Do we not realize that politico-business-economic methods are incompetent in total war and will be disastrous in the postwar?

Must our technological efficiency be sapped by the prerogatives of business and by political expediency?

Why should not all citizens serve on the same basis as the Armed Forces — National Service from All and Profits to None?

TECHNOCRACY ASKS: Can the people of the United States and Canada achieve a fighting morale and internal efficiency while some citizens gain wealth and economic advantage in war prices, war wages, war profits, and war racketeering, while other citizens give their lives?

If there are 30,000,000 unemployed in the United States and Canada after the war, we will need Total Conscription more in the peace than in the war! Urge Total Conscription now for Canada and the United States!

National Service From All and Profits to None!

Technocracy Victory Program

TECHNOCRACY proposes that the Governments of the United States and Canada institute Total Conscription in their respective countries. Technocracy proposes this as an organization with a membership of citizens in both countries. Total Conscription includes the following:

The Governments of the United States and Canada shall institute conscription of all effectives, male and female, between the ages of 18 and 65 for national service both civilian and military; all citizens shall serve on the same basis of pay as the Armed Forces of the two countries with the same standards of food, clothing, and health protection and with the same allowances for all dependents regardless of rank or social position.

The Governments of the United States and Canada shall institute, as part of this program of Continental operations, conscription of all their national corporate wealth and its attendant institutions such as banks, trusts, and insurance companies.

The Governments of the United States and Canada shall conscript in each of the two countries, all physical facilities and operating personnel of rail, bus, water, and air transportation; all telephone, telegraph, and radio communications systems; all of the manufacturing industries; all of the oil wells and refining industries; and all corporate enterprises engaged in mining.

The Governments of the United States and Canada shall conscript all physical facilities and operating personnel of all export and import corporations. The two governments shall be the sole importers and exporters.

The Governments of the United States and Canada shall conscript all patents, inventions, and processes extant in their national domains whether of foreign or domestic ownership.

The Governments of the United States and Canada shall assume all financial indebtedness of municipalities, counties, states, and provinces; and in return for assuming these financial obligations shall arrogate to themselves the sole power of levying all taxes now levied by the municipalities, counties, states, and provinces.

America Must Liquidate Its Pro-Fascists at Home

The Governments of the United States and Canada, as a measure of Continental safety and welfare, shall close all public bars and limit the sale of spirituous beverages, wines, beers, and liquors to restaurants, hotel dining rooms, and licensed liquor stores.

The Governments of the United States and Canada, as a measure of Continental safety and welfare, shall abolish all foreign language periodical publications, foreign language advertising, and foreign language radio programs for domestic consumption.

The Governments of the United States and Canada, as a measure of Continental safety and welfare, shall abolish all foreign language and hyphenated organizations, associations, and fraternal societies, regardless of whether they have been formed to promote political, commercial, cultural, educational, linguistic, artistic, or other relationships.

The Governments of the United States and Canada shall prohibit the transfer of purchasing power in the form of currency, notes, drafts, or money orders of all corporations and residents of the two countries to any corporation or resident of any alien country.

Total Conscription proposes that in the United States the Army shall be directed under the unified control of a Land Command; the Navy shall be directed under the unified control of a Sea Command; the Airforce shall be directed under the unified control of an Air Command; the Fortifications shall be directed under the unified control of a Fortifications Command; that the entire military command shall be unified in a General Staff with the constitutional Commander-in-Chief in supreme command. Total Conscription proposes that in Canada there shall be a similar structure of the Canadian Armed Forces.

All industry, mining, transportation, communications, and other necessary units of operation shall be unified under their various functional commands under a technological command of the whole. The entire technological command and the entire Armed Force command shall be under the direction of the constitutional Commander-in-Chief in the United States, and in Canada there shall be a similar unified Canadian direction.

Before It Can Defeat Its Fascist Enemies Abroad!

The Governments of the United States and Canada shall peg the Canadian dollar to the United States dollar, and shall place the Canadian monetary structure and exchange rate on a parity basis with the United States rate. Technocracy proposes that Canada and the United States abolish all tariff barriers at their common boundary line. Technocracy proposes that the entire productive effort of both countries be interlocked as one unified program under Total Conscription. Technocracy proposes that the prices of products exchanged be 'pegged' at a standard parity in both countries. The Governments of the United States and Canada shall create an equal standard of living in both countries on the same cost basis.

The people of the North American Continent must realize that in this age of technology the methods and practices of history cherished by the upholders of the Price System are incompetent to operate a Continent under the demands of Total War. The facilities of yesterday's success have suddenly become the futilities of today and the defeat of tomorrow. The structure of America's economy demands that we North Americans abandon the haphazard conflict of private and group interests in order that we may win this world war in such a way as to defeat the enemies of North America and win the peace. Total Conscription would conduct the war and postwar operations of United States and Canada without new debt, inflation, black markets, unemployment, racketeering, and profits.

Total Conscription calls for a 'quick freeze' of all corporate enterprise and all labor union structure; for the suspension of all dividends, profits, interest, rents, dues, and taxes; and for a moratorium on all debt and litigation for the duration and six months thereafter.

Technocracy

Continental Headquarters, 155 East 44th St., New York 17, New York

Distributed By:

SECTION I. R. D. 12137

TECHNOCRACY INC.

369 S. SECOND ST.

SAN JOSE 12 CALIFORNIA

MEETINGS WED. NIGHTS

Eleventh Printing April 1944

Printed in U. S. A.

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU

To—		From—	Re Attached Please—
	Anderson.		Approve
	Nienburg.		Comment
	Larrabee.		Note
	Benham.		Note and return
	Best.		Reply
	Erickson.		Draft of reply
	Files.		Signature
	Hyde.		Would like to discuss
	Manning.		File
	Mettert.		
	Pidgeon.		Date
✓	Robinson.		Note: F. M. doesn't know - perhaps Rachel could
	Smith, F.		
	Spring.		
	Steel.		
	Stitt.		

o r o 14—3769

draft a harmless acknowledgment if you think one necessary. Thx.

From the desk of
MARY ROBINSON

Mrs. Schafer—
This arrived in Miss Miller's absence and frankly I don't know what to do about it — as I don't just what her personal reaction would be? Does she know the man?

Files

Rpt rec'd 12/11 and does not believe a reply is necessary.

Dear Miss Miller:
I enclose your comments on the article below together with your stand (off the record if you like) on Technocracy's program of Total Conscription.

11-17-44

LABOR'S OFFENSIVE

Sincerely yours
Earl Malcolm Dorton

Regardless of the cost in men and materiel to America in our great military offensives against fascism both in Europe and Asia, and regardless of the outcome, military victory abroad will not solve the problems at home. The pro-fascist 'business as usual' chisellers of big business and party politics will continue their campaign against American Labor. These 'patriots for a price' vested interests who are controlling the flow of equipment to our fighting men, at a handsome profit to themselves, are conspiring to shackle American Labor to what President Green of the A.F. of L. has described as 'involuntary servitude.'

SCU 1958 WCPC, Cp McQuaida, Calif.

The well-known fascist methods employed in Japan, Italy, and Germany and their satellite countries, namely the crippling and hamstringing of Labor, while at the same time retaining enormous profits for the selected few, will be tried here at home. The first step in that direction is the Austin-Wadsworth so-called 'national service' act which would draft all men (18 to 65), and all women (18 to 50), give the manpower commission authority to assign them to work anywhere, and force them to accept wages prevailing for the work to which they are assigned in any locality. Moreover, an amendment introduced by Senator Austin specifies that a person assigned to work in a union plant shall not be required to join a union thus undermining closed shop contracts.

A further step towards institutional fascism under the guise of wartime necessity is the recently proposed creation of 'Labor batallions' made up of those over 38 and 4-F's. These men, without the customary benefits enjoyed by regular members of the Armed Forces, such as veterans' compensations, mustering-out pay, postwar job priorities, and insurance, will be forced to work at Army pay, when and where the Government says, while their employers enjoy 'profits as usual' at the expense of all of us.

At the same time that Labor is being jockeyed into a corner by corporate business and party politicians, pressure from the other side will be applied by the continued widespread installation of bigger and better technology. You all know that the war has increased the productive capacity of both the U.S. and Canada to the extent that the effect is already being felt; felt in the appearance of unemployment--in the midst of the greatest industrial output of all time!

What is Labor doing to solve the problems of unemployment soon to be facing it; the pro-fascists move to conscript Labor alone? Can it look to business to solve Labor's problems, or to party politicians, or must Labor adopt an offensive of its own?

For the first time in history the businessman of U.S. and Canada is beginning to rack his brains for a way out for himself. The question uppermost in his mind is not 'How can I beat my competitors?', but 'Will there be a business system?' James H. McGraw, president of the McGraw-Hill Publishing Company warns his one-and-one-half million readers: 'It is becoming increasingly clear that industrial capitalism as we know it, contains within itself certain fundamental weaknesses which can lead to its destruction....no democracy can survive when twenty to thirty percent of its workers cannot get jobs.' No, the businessman is looking after himself.

At the end of the war the North American Continent will be in possession of the greatest production machine in the world, and the controllers of that machine, the party politicians and corporate enterprise, will be faced with this dilemma: Either to throttle or dismantle America's machines, or else operate them at their

current high production level. If this vast array of technology is shut down, 20 to 30 millions will be thrown out of work; but if it is allowed to operate at this present high level, the resultant outpouring of goods and services will do away with the economy of scarcity, thereby wrecking the price structure necessary to the continuance of 'private enterprise'. Either way the present installed technology heralds the end of private enterprise.

All postwar planning issued to date under the guise of being for the national welfare on a national scale is a fraud. It's prime purpose is to preserve the status quo of 'private enterprise', to freeze social change. Its first objective after shackling Labor, is to grab all of the magnificent equipment built by public money for the national defense. This policy Technocracy warns is nationally and Continentally a dangerous one. This is always the way of reaction--to seek to go backwards in the face of a trend. By contrast, Total Conscription is designed for the trend. Instead of seeking to move backwards, it goes forward with the revolutionary developments which the war has produced in the Continent's productive possibilities.

All those who have the slighest part of national responsibility are afraid of the postwar. Every daily newspaper carries statements expressing a fear for the future of 'free enterprise'. Why should Labor share in this fear? It should have no qualms about the fate of this sacred cow, for who should know better than Labor that 'free enterprise' means freedom to chisel, freedom to profit, freedom to maintain an artificial scarcity, freedom to operate for private benefit against public welfare, freedom to have poverty, slums, crime, waste, disease and malnutrition in the midst of potential abundance. Is there any member of Labor who does not know this Continent can be operated without the kind of 'free enterprise' represented by the National Association of Manufacturers and the Chamber of Commerce?

The conviction pronounced by the business reactionary and the intellectual liberal alike is that, if we abandon 'free enterprise' there are only two other alternatives--fascism or communism; but the technology of America decrees another destiny for this Continent--a non-Price System technological operation which is neither fascism nor communism nor a descendant of the American business system. Technocracy knows that this Continent can realize the great and revolutionary concepts of Freedom from Want, Freedom from Fear, Freedom of Speech, and Freedom of Religion, but not within the framework of the Price System. They cannot be achieved with a General Motors Postwar Master Plan nor with a Baruch report.

Not one single person, agency, or corporation, other than Technocracy Inc. has had the courage to make the affirmative statement that this Continent is facing inevitable social change and that we must prepare for it, not fight it. Technocracy, alone, in presenting its program of Total Conscription has recognized that social change is inevitable. Total Conscription is the only program which is measured to the sweeping and revolutionary social changes which have already taken place and those which are impending. Total Conscription itself is a recognition of social change. It is an acknowledgement that this Continent must prepare to change its methods of operation and it therefore is expressively opposite to all of the existing plans for continuing the status quo.

I am told that this article has been sent to all Labor papers in the U.S. & Canada & received very favorable comment.

LABOR UNIONS ENDORSE TOTAL CONSCRIPTION

Listed below are the Union Locals of both CIO and AFL throughout the U.S. and Canada which have endorsed the following resolution on Total Conscription:

"Whereas, for some Americans to gain wealth and economic advantage in war prices, war profits, and war wages, through the spilling of the blood of other Americans, is not in keeping with our traditions of Liberty and Justice for All.

"And whereas, there are powerful enemies of Labor who are using the National Emergency as a guise, under cover of which they would strike at the very heart of Organized Labor.

"And whereas, the internal strife which would inevitably result, would we strike back at these same forces in the conventional manner, could only hinder the Victory Program and help our enemies, and realizing that to let those same forces continue this subterfuge, could only lead to disruption of our productive processes and to ultimate chaos, and thereby help to establish the very conditions at home which we are seeking to destroy abroad.

"Therefore, in our earnest desire to be free of all internal conflict, to establish unity and to co-ordinate all our productive capacities to the fullest extent, this organization urges Total Conscription of all Men, Machines, Materials and Money with National Service from all and profits to none."

Most of the Union Locals which adopted the above resolution sent copies of the same to their State and National Representatives urging them to take similar action. The list of Union Locals making the endorsements are listed alphabetically.

American Communications Assn., (CIO), Local 102, Freeport, Ill.
Bro. of Painters, Decorators & Paperhangers, Local 116, Los Angeles, Calif.
Bro. of Painters, Decorators & Paperhangers, Local 122, Newburgh, N.Y.
Bro. of Painters, Decorators & Paperhangers, Local 123, Allentown, Pa.
Bro. of Painters, Decorators & Paperhangers, Local 173, Barabou, Wis.
Bro. of Painters, Decorators & Paperhangers, Local 287, Jackson, Mich.
Bro. of Painters, Decorators & Paperhangers, Local 292, Centerville, Iowa
Bro. of Painters, Decorators & Paperhangers, Local 337, Green Bay, Wis.
Bro. of Painters, Decorators & Paperhangers, Local 364, Santa Rosa, Calif.
Bro. of Painters, Decorators & Paperhangers, Local 452, W. Palm Beach, Fla.
Bro. of Painters, Decorators & Paperhangers, Local 455, Chicago, Ill.
Bro. of Painters, Decorators & Paperhangers, Local 469, Fort Wayne, Ind.
Bro. of Painters, Decorators & Paperhangers, Local 486, Ely, Nev.
Bro. of Painters, Decorators & Paperhangers, Local 487, Sacramento, Calif.
Bro. of Painters, Decorators & Paperhangers, Local 594, Hanford, Calif.
Bro. of Painters, Decorators & Paperhangers, Local 596, Tucson, Ariz.
Bro. of Painters, Decorators & Paperhangers, Local 616, Tucumcari, N. Mex.
Bro. of Painters, Decorators & Paperhangers, Local 634, Monticello, N.Y.
Bro. of Painters, Decorators & Paperhangers, Local 685, Meriden, Conn.
Bro. of Painters, Decorators & Paperhangers, Local 888, Mt. Vernon, Ill.

Bro. of Painters, Decorators & Paperhangers, Local 924, Bellingham, Wash.
Bro. of Painters, Decorators & Paperhangers, Local 1007, Chicago, Ill.
Bro. of Painters, Decorators & Paperhangers, Local 1153, Lakeland, Fla.
Bro. of Painters, Decorators & Paperhangers, Local 1155, Red Wing, Minn.
Bro. of Painters, Decorators & Paperhangers, Local 1167, Tallahasse, Fla.
Bro. of Painters, Decorators & Paperhangers, Local 1210, Cleveland, Ohio
Bro. of Painters, Decorators & Paperhangers, Local 1221, Elizabeth, N.J.
Brotherhood of Railway Carmen of America, Local 4, St. Paul, Minn.
Brotherhood of Railway Carmen of America, Local 155, Lima, Ohio
~~Brotherhood of Railway Carmen of America, Local 252, Wallace, Idaho~~
Brotherhood of Railway Carmen of America, Local 290, Michigan City, Ind.
Brotherhood of Railway Carmen of America, Local 296, Everett, Wash.
Brotherhood of Railway Carmen of America, Local 371, Winnipeg, Man., CANADA
Brotherhood of Railway Carmen of America, Local 526, Tacoma, Wash.
Brotherhood of Railway Carmen of America, Local 721, San Francisco, Calif.
Brotherhood of Railway Carmen of America, Local 799, Lincoln, Neb.
Brotherhood of Railway Carmen of America, Local 1054, Detroit, Mich.
Brotherhood of Railway Carmen of America, Local 1085, Bronx, N.Y.
Brotherhood of Railway Carmen of America, Local 1133, Buffalo, N.Y.
Brotherhood of Railway Carmen of America, Local 1425, Wallace, Idaho
Cement, Lime & Gypsum Workers International, Local 48, Riverside, Calif.
Cement, Lime & Gypsum Workers International, Local 450, Paris, Ill.
District Council of Carpenters, San Diego, Calif.
Intl. Assn. of Machinists, Local ..., Burlington, Iowa.
Intl. Assn. of Machinists, Local 13, Pueblo, Colo.
Intl. Assn. of Machinists, Local 93, Rochester, N.Y.
Intl. Assn. of Machinists, Local 95, Jackson, Mich.
Intl. Assn. of Machinists, Local 102, Tacoma, Wash.
Intl. Assn. of Machinists, Local 197, Brainerd, Minn.
Intl. Assn. of Machinists, Local 205, Louisville, Ky.
Intl. Assn. of Machinists, Local 229, Elkhart, Ind.
Intl. Assn. of Machinists, Local 249, Russell, Ky.
Intl. Assn. of Machinists, Local 251, Sheboygan, Wis.
Intl. Assn. of Machinists, Local 252, Wallace, Idaho
Intl. Assn. of Machinists, Local 466, Columbus, Ohio
Intl. Assn. of Machinists, Local 524, Chicago, Ill.
Intl. Assn. of Machinists, Local 637, Spokane, Wash.
Intl. Assn. of Machinists, Local 672, Proctor, Minn.
Intl. Assn. of Machinists, Local 762, Akron, Ohio
Intl. Assn. of Machinists, Local 792, Sarnia, Ont., CANADA
Intl. Assn. of Machinists, Local 818, Martins Ferry, Ohio
Intl. Assn. of Machinists, Local 1060, Pittsburg, Pa.
Intl. Assn. of Machinists, Local 1113, Battle Creek, Mich.
Intl. Assn. of Machinists, Local 1143, Laramie, Wyo.
Intl. Assn. of Machinists, Local 1170, Passiac, N.J.
Intl. Assn. of Machinists, Local 1234, Titusville, Pa.
Intl. Assn. of Machinists, Local 1244, Geneva, Ohio
Intl. Assn. of Machinists, Local 1378, Newark, Ohio
Intl. Assn. of Machinists, Local 1407, Brownsville, Pa.
Intl. Assn. of Machinists, Local 1411, Calgary, Alberta, CANADA
Intl. Assn. of Machinists, Local 1473, Klamath Falls, Ore.
Intl. Assn. of Machinists, Local 1494, Chicago, Ill.
Intl. Bro. of Electrical Workers, Local 12, Pueblo, Colo.
Intl. Bro. of Electrical Workers, Local 388, Charlevoi, Pa.
Intl. Bro. of Electrical Workers, Local 483, Tacoma, Wash.
Intl. Bro. of Electrical Workers, Local 653, Miles City, Mont.

Intl. Bro. of Electrical Workers, Local 727, Canby, Minn.
Intl. Bro. of Electrical Workers, Local 751, Manitowoc, Wis.
Intl. Bro. of Electrical Workers, Local 798, Chicago, Ill.
Intl. Bro. of Electrical Workers, Local 833, Jasper, Ala.
Intl. Bro. of Electrical Workers, Local 897, Terre Haute, Ind.
Intl. Bro. of Electrical Workers, Local 996, Bradford, Pa.
Intl. Bro. of Electrical Workers, Local 1280, College Park, Ga.
Intl. Bro. of Electrical Workers, Local B-53, Kansas City, Mo.
Intl. Bro. of Electrical Workers, Local B-355, Burlington, N.C.
Intl. Bro. of Electrical Workers, Local B-423, Mobridge, S.D.
Intl. Bro. of Electrical Workers, Local B-690, Mitchell, S.D.
Intl. Bro. of Electrical Workers, Local B-760, Knoxville, Tenn.
Intl. Bro. of Electrical Workers, Local B-853, Kearney, N.J.
Intl. Bro. of Electrical Workers, Local B-874, Zanesville, Ohio
Intl. Bro. of Electrical Workers, Local B-927, Knoxville, Tenn.
Intl. Bro. of Electrical Workers, Local B-981, Lancaster, Ohio
Intl. Bro. of Electrical Workers, Local B-1084, Pawtucket, R.I.
Intl. Bro. of Electrical Workers, Local B-1320, Jersey City, N.J.
Milk & Ice Cream Drivers & Dairy Employees, Local 225, Milwaukee, Wis.
Milk Wagon Drivers, Local 226, San Francisco, Calif.
Paint Makers Union, Local 1123, Terre Haute, Ind.
Plasterers & Cement Finishers Union, Local 794, Tuskegee, Ala.
Stage Employees & Picture Machine Operators, Local 17, Louisville, Ky.
Stage Employees & Picture Machine Operators, Local 132, Warren & Niles, Ohio
Stage Employees & Picture Machine Operators, Local 184, Greeley, Colo.
Stage Employees & Picture Machine Operators, Local 202, Waterloo, Iowa
Stage Employees & Picture Machine Operators, Local 427, Rome, Ga.
Stage Employees & Picture Machine Operators, Local 481, Gastonia, N.C.
Stage Employees & Picture Machine Operators, Local 605, Visalia, Calif.
Teamsters, Chauffeurs, Warehousemen & Helpers, Local 53, Bozeman, Mont.
Teamsters, Chauffeurs, Warehousemen & Helpers, Local 210, Payette, Idaho
Teamsters, Chauffeurs, Warehousemen & Helpers, Local 631, Las Vegas, Nev.
Teamsters, Chauffeurs, Warehousemen & Helpers, Local 930, Casper, Wyo.
Teamsters, Chauffeurs, Warehousemen & Helpers, Local 979, Ontario, Calif.
United Automobile Workers, (CIO), Dodge Local 3, Detroit, Mich.
United Automobile Workers, (CIO), Fisher Body Local 21, Detroit, Mich.
United Bro. of Carpenters & Joiners, Local 155, Plainfield, N.J.
United Bro. of Carpenters & Joiners, Local 197, Sherman, Tex.
United Bro. of Carpenters & Joiners, Local 514, Wilkes-Barre, Pa.
United Bro. of Carpenters & Joiners, Local 545, Kane, Pa.
United Bro. of Carpenters & Joiners, Local 548, St. Paul, Minn.
United Bro. of Carpenters & Joiners, Local 814, Grants Pass, Ore.
United Bro. of Carpenters & Joiners, Local 944, San Bernardino, Calif.
United Bro. of Carpenters & Joiners, Local 966, Ruth, Nev.
United Bro. of Carpenters & Joiners, Local 1382, Rochester, Minn.
United Bro. of Carpenters & Joiners, Local 1419, Johnstown, Pa.
United Bro. of Carpenters & Joiners, Local 1494, International Falls, Minn.
United Bro. of Carpenters & Joiners, Local 1823, Philadelphia, Pa.
United Bro. of Carpenters & Joiners, Local 1935, Barberton, Ohio
United Bro. of Carpenters & Joiners, Local 2664, Headquarters, Iowa
United Steel Workers of America, Local 1577, Orem, Utah

July 31, 1944

261

November 3, 1944

War file

Miss Estelle Gilman
Physical Education Instructor
North American Aviation, Inc.
Inglewood, California

Dear Miss Gilman:

I have the reprint of your article on the correction of dysmenorrhea, and am extremely interested in your success in dealing with this problem. We are frequently faced with inquiries about the extent to which dysmenorrhea is a factor in the employment of women, and are glad to have information of your experience in dealing with it.

I have talked to Miss Robinson, of our Public Information Division, about the possibility of consultant work for industry in your field. The Women's Bureau has no facilities or funds to carry out such work, and I do not know of any other Government agency that has. You might get suggestions from the Labor Production Division of the War Production Board, if you write to Mr. Joseph Keenan, head of that Division, whose address is Social Security Building, Washington, D.C. Miss Mary Switzer, Assistant to the Administrator of the Federal Security Agency, at the same address, may also have some ideas that are useful to you.

There are two other approaches that might be good. One is through organizations of industry. The National Association of Manufacturers is very interested in health problems in war industries, and has published a pamphlet on the subject which includes some discussion of the health problems of women workers. The second is through the labor unions. You probably know that a number of unions are developing their own health programs. Among the most prominent are the United Auto Workers of the C.I.O., and the long-established Health Center of the International Ladies Garment Workers' Union of the A.F.L. I suggest you write to them, and see what their reaction is. Here are the names and addresses I think would be most useful:

Miss Elizabeth Hawes, Educational Division
U.A.W.-C.I.O.
1324 Maccabees Building
Detroit, Michigan

Miss Pauline M. Newman, Educational Director
Union Health Center, I.L.G.W.U.
275 Seventh Avenue
New York, New York

I should be interested to know whether any of these people are responsive to your "brain child."

With best wishes, I am

Sincerely yours,

Jennie Mohr,
Associate Industrial Economist

JM/ml

NORTH AMERICAN AVIATION, INC.

INGLEWOOD CALIFORNIA

Medical Department
October 23, 1944

WOMEN'S BUREAU.
OCT 30 1944
DEPARTMENT OF LABOR

Miss Jennie Mohr,
Health & Safety Dept.,
Women's Bureau,
Department of Labor,
Washington (25) D. C.

Dear Miss Mohr:

Recently I sent you a reprint of the Journal article I wrote about my program here for the correction of dysmenorrhea, Thank you for the copy of "The Industrial Nurse". It is very interesting and should be very helpful.

The program has been quite successful for the past year, hundreds of girls have been cured and definitely improved. Every day or so I receive letters from people all over the country who are interested in "how it can be done"-from aircraft plants, boards of health, high school instructors etc.

I have been thinking about an idea for my "brain child". The idea is this: Is there any way possible that I could be employed by someone to act as a consultant to various industrial concerns, plants etc? Go to them, organize this work, train a nurse or physical education instructor to teach this program. These companies employing several thousands of women would have more efficient workers, cut down on absenteeism, as well as suffering, and have increased production. Perhaps you could give me some information. Thanking you for a reply, I remain,

Sincerely yours,

Estelle Gilman

Physical Education Instructor

EG/jt

NORTH AMERICAN AVIATION, INC.
MEDICAL DEPARTMENT
INGLEWOOD, CALIFORNIA

TO: Miss Jennie Mohr,
FROM: Miss Gilman

Dear Miss Mohr:

Am enclosing a copy of a reprint of an article which I wrote for the Journal of the American Association for Health, Physical Education and Recreation which I thought you might like to read. It is the organization of my department here at North American Aviation. I have had such wonderful results with this exercise.

I enjoyed reading the booklet you published on Posture in Industry.

Sincerely,

Estelle Gilman

Physical Education Instructor.

261

Files

AN AVIATION, INC., OF KANSAS

Y 17





October 28, 1944

ler, Director
Labor

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ledged of your letter dated October 21, 1944,
on rest period practices in various selected
I wish to thank you for your courtesy in
submitting this information.

Very truly yours,

NORTH AMERICAN AVIATION, INC. OF KANSAS

F. E. Branch
Director of Industrial Relations

FEB:sm

261

NORTH AMERICAN AVIATION, INC., OF KANSAS

KANSAS CITY 17 KANSAS





October 28, 1944

Miss Frieda S. Miller, Director
U.S. Department of Labor
Women's Bureau
Washington 25, D.C.

Dear Miss Miller:

Receipt is acknowledged of your letter dated October 21, 1944, and the material on rest period practices in various selected aircraft plants. I wish to thank you for your courtesy in submitting this information.

Very truly yours,

NORTH AMERICAN AVIATION, INC. OF KANSAS

F. E. Branch

F. E. Branch
Director of Industrial Relations

FEB:sm

261

April 13, 1943

Mr. M. C. Grenata, Safety Engineer
Industrial Relations Department
North American Aviation, Inc. of Kansas
Kansas City, Kansas

My dear Mr. Grenata:

There are several different policies followed in companies requiring safety headwear for their women employees. A number purchase the caps and furnish them free to employees. Others purchase the caps and resell them at cost. Others simply require that they be worn and suggest retail stores where they are available. Either one of the first two methods proves more satisfactory than the last.

For answer to your question about reimbursement of such costs under war contracts, refer to the Bureau of Supplies and Accounts, Navy Department, or the Service of Supply, War Department.

A copy of Women's Bureau Special Bulletin #9, Safety Caps for Women in War Factories, is enclosed.

Sincerely yours,

Mary Anderson, Director

Enclosure
MTN:ml

NORTH AMERICAN AVIATION, INC., OF KANSAS

KANSAS CITY KANSAS

March 31, 1943

WOMEN'S BUREAU
APR 2 1943
DEPARTMENT OF LABOR

RECEIVED
APR 2 1943
CHIEF CLERK
DEPT. OF LABOR

U. S. Department of Labor
Washington, D. C.

Gentlemen:

We are about to establish a policy in our plant of having all women wear protective hats. However, we would like to have information concerning the following to assist us in arriving at a decision.

(1) Are hats furnished to women employees free of charge?

(2) Is the company reimbursed by the Federal Government under its war contract?

If the U. S. Department of Labor has any data as to how these matters are handled in eastern war plants, it would be very helpful to us.

Thanking you for this information, I am

Very truly yours,

NORTH AMERICAN AVIATION, INC.,
OF KANSAS

M. C. Grenata

M. C. Grenata
Industrial Relations Dept.
Safety Engineer

GWC/d

ams

File

Hold
2-61

March 31, 1944

Mr. W. L. Aldrich, Supervisor
North American Aviation, Inc.
Inglewood, California

My dear Mr. Aldrich:

In Mrs. Marie Wright's absence from the office, may I tell you how pleased we are to know that the Inglewood plant will keep definite records on production, sickness, accidents and attendance for women employees under the ten-hour schedule. There is increasing consideration among war production firms of this length day and we are without factual data as to its advantages and disadvantages.

The Bureau is making some headway in its detailed study of performance under the 40 and 48 hour week. Our major difficulty lies in locating firms that have employed women on the same type of production under different hour schedules. Please keep us informed of the results of your research.

We will be glad to send on to you our findings as they are brought together.

Very truly yours,

Bertha M. Nienburg,
Assistant Director

BMN:LW

February 21, 1944

Miss Gilman
Women's Health Department
Medical Division
North American Aviation, Inc.
Inglewood, California

Dear Miss Gilman:

Our field representative, Mrs. Marie M. Wright, visited your plant recently and, as you may remember, discussed with you the Billig physical exercises you are giving to women in the plant.

She reports that you had agreed to let us know the results of these exercises after they had been used for three months with one of your groups. We are very much interested to find out whether they have proved to be of help in overcoming menstrual pain, and in enabling women to stay on the job without discomfort.

If you have completed the period with the group and have any results on the use of the exercises, we should appreciate your telling us about them. We have had many inquiries concerning the use of physical exercises, and are interested to know what the experience in industry has been.

Yours sincerely,

Mary Anderson, Director

JM:ml

234

REG. U. S. PAT. OFF.

THE GLENN L. MARTIN COMPANY

BALTIMORE-3, MARYLAND

November 3, 1944

War file



Miss Bertha M. Nienburg,
Assistant Director,
U. S. Department of Labor,
Women's Bureau,
Washington, 25, D. C.

My dear Miss Nienburg:

Thank you so much for your nice note which came today. I am glad you found our study on turnover interesting. I am making some other studies which I shall send to you in the near future.

Right now I am doing a lot of work on post-war planning and placement for those girls who are not going to be able to hold their jobs after the war. Any information you people have to give me I shall greatly appreciate.

I am going over to Washington in the near future and I shall certainly stop in your office to see you.

Cordially yours,

THE GLENN L. MARTIN COMPANY

Sallie Payne Morgan

Sallie Payne Morgan
Assistant Director of
Engineering Personnel

SPM:MS

234
Sales

October 31, 1944

Miss Sallie Payne Morgan
Assistant Director of Engineering Personnel
Glenn L. Martin Company
Baltimore, Maryland

My dear Miss Morgan:

Your treatise on Turnover gives us very usable material for postwar ammunition. We shall quote your statement "Older women 39 or over have proved to be the most stable type of employee" and it will be used many times. I also find the listing of jobs very interesting.

Please stop in for a visit any time you come to Washington.

Cordially,

Bertha M. Nienburg,
Assistant Director

BMN:LW

231

August 31, 1944

War File

Mr. Andrew T. McNamara
3904 25th Place, N. E.
Washington 18, D. C.

Dear Mr. McNamara:

I am very glad to have your letter sending me your good wishes on my appointment as director of the Women's Bureau, and I appreciate particularly having your views on the coming problems women workers will face during the reconversion period.

The situation at the Alexandria torpedo plant is similar to what will be happening all over the country. Certainly there are going to be reductions in force in hundreds of plants because what they have been producing is solely for war, and we can expect this great expansion to cease with victory won. The problem for women workers of course is to find what to turn to, and the Women's Bureau is working to ascertain where, and in what concrete form, new civilian products are going to develop, and how to help women who have been in the war plants to get into this new work.

We must avoid having this reach crisis proportions -- that is our job, and we in the Women's Bureau are counting on the help of your union, and of all progressive labor organizations, to assist us in making the public, the government officials, and men and women themselves understand and accept the apttern we are now trying to outline as necessary.

I want to take this opportunity to say that we realize the I.A.M. has done much for the women -- the quicker and better production records in plants were made possible because I.A.M. membership was open to women and you were willing to teach them. We are proud too to be able to say that when the aircraft plants in southern California first wanted to employ women, the I.A.M. accepted women on the jobs with no discrimination in wage rates. I am glad to know from you of the success women have made on the jobs at the Washington Navy Yard.

I hope to consult with you and other leaders of the I.A.M. about the program for opportunities for women's employment. It was reassuring to have your letter to know you too are aware of the seriousness of the situation.

Sincerely yours,

Frieda S. Miller, Director

RM/am



August 21, 19

Miss Frieda S. Miller
Director Women's Bureau
Department of Labor
13th and Constitution Avenue
Washington, D. C.

My Dear Miss Miller:

May I be among the first to congratulate you on your appointment as chief of the Women's Bureau and wish you ever success.

You have come a long way since the old Philadelphia days and the Women's Trade Union League. Although I have not been in touch with you, I have watched your work while in the New York State Labor Department.

The big job we have ahead of us during the Reconversion to civilian production calls for planning of a nature that to me seems to have been sadly neglected.

The "Smear" gang is out to discredit the Administration. The campaign of vilification and lies carried on by the newspaper in their effort to drive the President into retirement has more strength than we care to admit. Legislation of a remedial nature in behalf of the workers seemed to have bogged down.

The millions of women workers in the war plants seem to be more at the mercy of the Powers that be, than are the men.

We men have succeeded in maintaining our unions and in most cases have added to our strenght and prestige, but this is not so of the women workers.

Let us review for a moment the case of the women worker in Government service. I am employed at my trade as a machinist in the Washington Navy Yard and naturally I have continued my activities as a member of the I. A. of M.

The yard employed more than 3000 women since Pearl Harbor day, they are scattered all over our shops, we have taught them to work and they have made good. Many of them do fine precision work and where the repetition of small parts occur they are efficient and real producers.

The Government owes them much for their help during the trying days after Pearl Harbor when the cry was production - production. The women stepped into the space, we taught her to work and to-day the government owes her a debt of gratitude - that no power politic or change of administration can wipe out. Saddled with the same economic problems as we men - the women face a problem of un-employment so grave that it has the making of something terrifying.

Although we machinists have thrown our doors open to her and tried by every means in our power, the women has not organized. She stands to-day like a stricken animal without organization or leadership or a policy.

The Post War plans contain no hope for her. She is doomed to disappointment, discouragement and in many cases poverty.

A case near at hand, just around the corner from your office door, is about to burst in Alexandria, Virginia.where the Torpedo plant is preparing for a large cut back - meaning only discharges.

Hundreds of women will be caught in this crash and we with our unions - will have to stand with arms folded wondering what to do.

Does it not seem to you that this may be the work of the Bureau of which you are the directing head - to take on. How can we help?

Again my congratulations.

Very truly yours

Andrew T. McNamara

3904 25th Place, N. E.
Washington 18, D. C.

Andrew T. McNamara

249

July 3, 1944

war file

Mrs. Walter Meyer
924 North Oak Street
Ottawa, Kansas

My dear Mrs. Meyer:

Your letter to the Secretary of Labor has been referred to the Women's Bureau for reply. It is true that a certificate of availability must be secured by workers engaged in essential war work in order to secure another job if they leave a war plant. However, every worker who is refused a release is entitled to appeal her case to the United States Employment Service. If the officials of that service believe, after hearing the case, that the worker is entitled to a release, a certificate of availability will be granted her. If there is not a U. S. Employment Office in your town, I suggest that you write to the U. S. Employment Service, Topeka, Kansas, and ask them to refer you to the office nearest your home.

If we can be of any additional service to you, we will be very glad to have you write us again.

Sincerely yours,

Louise Stitt, Director
Division of Minimum Wage

LS:[illegible]

6/25/44

WOMEN'S BUREAU.
JUN 30 1944
DEPARTMENT OF LABOR

Madam Perkins

Dear Madam

I want to know why I cant get a release from my present job.

I began working for this tent Co. last Jan. on a 7½ hr. shift.

It has always been very hard for me for am not strong.

Last week we were moved to a new location where the heat is intense & now we have to work 9 hrs with only one rest period of 30 minutes to eat

our lunches. 54 hr. weeks.

I get so weary I can hardly sit on my stool and cant make my quota.

I have my home & garden & cant can or work at home for am so tired I'm nearly sick.

I must have work for am a widow with one child to support.

If I <u>can get a release</u> I can get another job of much lighter work and can live on the wages.

I'm told if I quit my present job without a release I'll have to do house-work which pays about 20 or 25¢ an hour & one is

lucky to earn $1.00 or $1.50 a day.
most women in our
city do their own work &
its hard to find housework.

Please let me hear from
you immediately.

Mrs. Walter Meyer
924 N. Oak St.,
Ottawa, Kans.

383

June 15, 1944

Miss Edith C. Westmoreland
767 Capitol Avenue
Atlanta, Georgia

war file

My dear Miss Westmoreland,

Your letter to the Secretary of Labor has been referred to the Women's Bureau. While I am sympathetic with your desire for employment, the questions you raise are not those in which either this bureau or the Labor Department has authority. It is true that in many cities employment needs are greater in the so-called civilian industries than in the war plants, and possibly the usual opportunities for women seeking work from now on will be found in such establishments as hotels, stores, groceries, laundries, although in a few areas the war factories need certain kinds of workers. The Women's Bureau is aware of the double job the woman is doing who is a housewife and a wage earner as well; the enclosed pamphlet about community services for women war workers will be of interest to you, in this regard, and I believe you will also find interesting our pamphlet on "When You Hire Women."

n/m Sp. 14, 15 Sincerely yours, MA

RECEIVED
OFFICE OF SECRETARY OF LABOR
JUN 12 1944
AM PM
9|10|11|12|1|2|3|4|5|6

767 Capitol Avenue
Atlanta, Georgia
June 8, 1944

WOMEN'S BUREAU
JUN 12 1944
DEPARTMENT OF LABOR

Madam Perkins
Secretary of Labor
Washington D. C.

Dear Madam:

I have a circular in my possesion urging women to work.

Now, working is nothing new in my life. yet, I feel certain conditions should be altered for the benefit of wives who desire to work. Specifically the sixty days lapse required before accepting other work.

I joined the Waac in December 1942 and was given an honorable discharge in August 1943.

Before I came home a woman called me out for an interview concerning a civilian job. She wanted to write the United States Employment office here to have me placed in some job. I refused this courtesy because I was not sure I would return

to Atlanta at once.

However I did come here later and applied for a job with several different companies. I had no luck. I was certain it was because I had a V.D.D. later, to prove to myself this was the reason I was not employed, I asked for ~~at~~ a job at two different places and did NOT say I had been in the service. I was immediately hired. Of course I did not return to work.

Eventually I decided to register at the Employment office here. (I had registered for defense work prior to joining the Waac but never heard anything) — When I registered I asked to see a list of the defense jobs or any jobs available for service people. I was informed they had no such list. The lady at Ft. Sill Oklahoma had told me to do this.

The office in Atlanta gave me a card marked "veteran" and said to show that card each time I called. — They offered me a job wrapping bread or candy. I refused both jobs. The salary was forty cents per hour.

Forty cents seems to be the average rate at most factories, mills and other - places here.

In January I went to work at the Bell Bomber plant. I quit April 12. In the short time I was there I was placed under three different foreman with-out explanation. Four days I stood without using a tool on one job. On the second I kept busy. The third one I waited - five hours once, two and one half hours again and a greater part of two days another time for tools. Yet I was told not to let the foreman catch me - looking. I was placed with one partner who had never worked much. Then I asked to work alone. They promised me a "solo" but placed another partner with me. Both partners did something on the jobs which caused a waste of time. This vexed me so much I did - not care whether I worked or not so I quit. I had asked for a transfer to the third shift because of trans- portation. The sub-foreman never - gave me any help. Later I got a -

"ride" but that man pitched a drunk on the job and was sent home. I got another one and had to ride with six men. I did not like being crowded between two fat men in a front-seat for forty miles each day.

Of course I did not go into detail when I quit. I just said there was too much friction and I was quitting.

A few days ago I went to see about a job within walking distance of my home. This will enable me to work and keep house too, since it is "day" work.

The United States Employment Office turned me down and did not return my "veteran" card. The lady told me I was not entitled to veterans rights since that law was passed AFTER I was discharged and being in the Waac did not constitute a "veteran right." That only Wac were entitled to these rights.

The only thing I see wrong is the fact THEY gave me the card.

. . . . .

then took it back. And since I do not intend to return to Bell aircraft to be turned down on a matter of four days.

I know who "pioneered" with inadequate clothing and other hardships to bring about the Wac. We do not mind that. We enlisted and did not expect any thing. no promise was made except food, clothes and medicine.

These laws affecting a few people without regard to circumstances I do mind. (I hope we still have free speech) a married women must consider her home first and should be allowed to work in thirty days after seperating from a job. And no promise should be made if a company can not live up to it, to persuade a woman or man either for that matter to take a job which works too much of a hard ship in the home.

If I had not been idle so much and seen others idle on the

(2)

job and heard them threaten to quit from boredom and exasperation I would feel quite differently about the W. M. C. rule.

Being a woman and I am sure a patriotic and at the same time a sympathetic woman, I am sure you are interested in the welfare and working conditions of all women who are ready to work.

Respectfully,

Edith C. Westmoreland

Files
Communist Robinson-269
No answer
necessary

NATIONAL WARTIME CONFERENCE

Professions • Arts • Sciences • White Collar Fields

135 EAST 52nd STREET, NEW YORK 22, N. Y.

Phone: PLaza 3-4700

KIRTLEY F. MATHER, *Chairman*
Professor of Geology, Harvard University
President, American Association of Scientific Workers

OLIVE VAN HORN, *Executive Secretary*

WOMEN'S BUREAU
JUN 10 1944
DEPARTMENT OF LABOR

June 9, 1944

Miss Mary V. Robinson, Chief
Information Division
Women's Bureau
U. S. Department of Labor
Washington, D. C.

Dear Miss Robinson:

If the comments of the delegates expressed immediately after the Conference and in letters we have received since are a true indication, the National Wartime Conference really sent them back to their organizations greatly inspired and helped. Quite evidently it gave to them, as indeed it did to us who have been working on the Conference, a new sense of the objectives of our fields in the coming period and the great importance of our contribution to the national welfare.

We feel, therefore, that we have thus auspiciously embarked upon a task which has meaning not only for ourselves, but for the entire country. We wish to tender to you our special thanks for the part which you played in helping us to gain a fresh vision of our aims and the methods of achieving them. For this contribution of yours we wish to express the deepest gratitude both of the officers of the National Wartime Conference and of everyone of the two hundred delegates.

Sincerely,

Olive O Van Horn

Olive O. Van Horn
Executive Secretary

OVH/ets
bb

289

war file

May 31, 1944.

Mr. Martin Burke,
Vice President in charge of Personnel
Pratt and Whitney Division,
United Aircraft,
East Hartford, Connecticut

My dear Mr. Burke:

The Women's Bureau has in preparation a brief report on the employment of women in the manufacture of aircraft engines and certainly your firm should be included in such a summary.

Therefore I am asking for a list of occupations in which women are employed specifying the number of women in each. I would suggest any recent date when employment has been at or near the peak.

I am particularly interested in the detailed factory occupations not only for the East Hartford unit but also the Southington, Willimantic and East Long Meadow units. If such data can be compiled conveniently by departments I would like it that way.

I would also be glad to hear of what positions women are filling in a supervisory, technical or professional capacity but I am not interested in the break down in clerical occupations or maintenance work - merely a total employed in these two groups will suffice.

The plan, as is customary with the Women's Bureau, is to use this data together with similar information from other firms manufacturing aircraft engines thus making this a composite picture which will in no way disclose the identity of individual firms.

I am sorry that our Field Representative, Mrs. Wright was unable to see you when she was in Hartford some time ago, but I appreciate the offer you made to her by phone at that time to send such information as we might request by mail. It makes it easier for me to ask for this information now.

Sincerely yours,

MA/nb

Mary Anderson, Director.

269

warfile Misc

341-S-339

May 27, 1944.

Miss Hannah Dorner
Publicity Department
National Wartime Conference
535 Fifth Avenue, Room 610
New York, N. Y.

Dear Miss Dorner:

In response to your request I am pleased to enclose a resume' of the points which I plan to cover in the panel discussion on planning for full employment on next Saturday morning, June 3rd, under the sponsorship of the National Wartime Conference.

The enclosed brief has turned out to be a little longer than I had intended, but I am sending it as is, knowing that you will select the parts that seem most suitable for your purpose.

Very truly yours,

Mary V. Robinson, Chief,
Information Division.

MVR/ll
Encl.

Talks by WCG
—
Post of Air
for women
in business

MAY 24 1944 1051A

NFORMATION DIV WOMEND BUREAU

HDC

PUBLICITY FOR NATIONAL WARTIME CONFERENCE

VE HAVE BY MAY 29 BRIEF

TO UNDERSIGNED

ITY DEPT 535 FIFTH AVE NYC ROOM

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Gen. No. 2

DEPARTMENT OF LABOR

TELEPHONE MEMORANDUM

(Date) ....., 19....

Request from— Vera R

Name Mrs. Hallaff

Org W.N.C.

Address 505 K St N.W.

Asked for— Mr. Hallaff

Supplied by .....

OPO 14—872

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FORMATION DIV WOMEND BUREAU

HDC

PUBLICITY FOR NATIONAL WARTIME CONFERENCE

WE HAVE BY MAY 29 BRIEF

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TO UNDERSIGNED

CITY DEPT 535 FIFTH AVE NYC ROOM

WESTERN UNION

WU R73 DL

LQ NEWYORK NY MAY 24 1944 1051A

MARY V ROBINSON CHIEF INFORMATION DIV WOMEND BUREAU

US DEPT OF LABOR WASHDC

TO FACILITATE HANDLING PUBLICITY FOR NATIONAL WARTIME CONFERENCE

IMPORTATNTXXXIMPORTANT WE HAVE BY MAY 29 BRIEF

STATEMENT ON POINTS YOU

WILL COVER PLEASE SEND TO UNDERSIGNED

HANNAH DORNER PUBLICITY DEPT 535 FIFTH AVE NYC ROOM

610 MU 2-3361.

1153A

NATIONAL WARTIME CONFERENCE

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135 EAST 52nd STREET, NEW YORK 22, N. Y.

Phone: PLaza 3-4700

KIRTLEY F. MATHER, *Chairman*
Professor of Geology, Harvard University
President, American Association of Scientific Workers

OLIVE VAN HORN, *Executive Secretary*

May 23, 1944

Miss Mary V. Robinson
Chief, Information Division
Women's Bureau, U. S. Department of
Labor
Washington, D. C.

My dear Miss Robinson:

Dr. Alvin H. Hansen, Chairman of the panel discussion on "Planning for Full Employment," of the National Wartime Conference, asks that you and the other consultants on this panel meet with him on Wednesday afternoon, May 31st, from 3:30 - 5:30 p.m., in the Conference Room adjoining the special library on the second floor of the Federal Reserve Board, Constitution Avenue and 21st Street, N. W., Washington, D. C.

The purpose of this preliminary meeting is to discuss the topics listed in the enclosed outline, and to plan the organization of the panel so that there may be full discussion, rather than speeches, on the part of both the delegates and consultants.

Since the success of panel discussions is always largely dependent upon these preliminary meetings, we hope it will be possible for you to be present at the meeting at the Federal Reserve Board on May 31st.

Sincerely yours,

Alice Barrows

Alice Barrows (ets)

AB/ets

are paid less than 40 cents - the minimum rate now required very generally for the interstate industries covered by the Fair Labor Standards Act.

STANDARD FORM No. 14
APPROVED BY THE PRESIDENT
MARCH 10, 1926

TELEGRAM

OFFICIAL BUSINESS—GOVERNMENT RATES

File

FROM U. S. Department of Labor

BUREAU Women's Bureau

CHG. APPROPRIATION Salaries & Expenses, 1944

U. S. GOVERNMENT PRINTING OFFICE 10—1723

May 19, 1944

Miss Olive O. Van Horn, Executive Secretary
National Wartime Conference
135 East 52nd St.,
New York 22, N. Y.

MISS MARY V. ROBINSON, CHIEF, INFORMATION DIVISION, U. S. WOMEN'S BUREAU, DEPARTMENT OF LABOR, WILL ATTEND YOUR CONFERENCE.

Mary Anderson, Director.

SIGNED

OGAE1

WB12 DL

NUJ NEWYORK NY 1254P MAY 19 1944

MISS MARY ANDERSON

WOMENS BUR US DEPT OF LBR WASHN DC

SO SORRY YOU CANNOT ATTEND CONFERENCE. WOULD BE DELIGHTED TO HAVE MISS ROBINSON OR MISS STITT. PLEASE WIRE EXACT TITLE AS PROGRAM GOES TO PRINTER IMMEDIATELY

OLIVE O VAN HORN EXECUTIVE SECRETARY NATIONAL WARTIME CONFERENCE.

128P

OR MISS STILL VAN HORN...

13 v v files

May 19, 1944.

Miss Olive O Van Horn, Executive Secretary
National Wartime Conference,
135 East 52nd St.,
New York 22, N. Y.

My dear Miss Van Horn:

I am very sorry that I will not be able to attend your meeting on June 3, because I have made other engagements several weeks ago, but I should like to send someone in my place - either Miss Louise Stitt or Miss Mary V. Robinson, whom I know can act as an expert consultant. Will you let me know if you want either of them to come?

I am very sorry indeed not to be able to come to the meeting.

Sincerely yours,

Mary Anderson, Director.

MA/nb

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KIRTLEY F. MATHER, *Chairman*
Professor of Geology, Harvard University
President, American Association of Scientific Workers

OLIVE VAN HORN, *Executive Secretary*

WOMEN'S BUREAU
MAY 18 1944
DEPARTMENT OF LABOR

May 17, 1944

Miss Mary Anderson, Chief
Women's Bureau
Department of Labor
Washington, D. C.

Dear Miss Anderson:

In order to facilitate the handling of the news releases in the press room during the National Wartime Conference on June 2nd and 3rd, we will very much appreciate receiving from you a brief statement on the points which you will cover in the panel in which you are participating.

Such a statement need not be more than one or one-and-a-half pages in length and should be in our hands sometime between May 24th and 29th.

Appreciating your cooperation, I am

Sincerely yours,

Hannah Dorner

Hannah Dorner
Publicity Department
535 Fifth Avenue
Room 610 - MU 2-3361

hd/d

NATIONAL WARTIME CONFERENCE

Professions • Arts • Sciences • White Collar Fields

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KIRTLEY F. MATHER, *Chairman*
Professor of Geology, Harvard University
President, American Association of Scientific Workers

OLIVE VAN HORN, *Executive Secretary*

WOMEN'S BUREAU
MAY 15 1944
DEPARTMENT OF LABOR

May 13, 1944

Miss Mary Anderson, Chief
Women's Bureau
U.S. Department of Labor
Washington, D.C.

Dear Miss Anderson:

This letter is a confirmation and a reminder of the conversation you had with Miss Adler when she was in Washington several weeks ago in which you most kindly consented to act as an expert consultant at one of the Saturday morning discussion sections of the National Wartime Conference on June 3rd.

As Miss Adler no doubt explained to you, in order to encourage the widest possible expression of opinion from the delegates participating in the Conference, the Committees preparing the various sections are inviting their guests to give expert opinion at appropriate points in the session. We are sending you the outline prepared by the Committee working on the section on Planning for Full Employment so that you can see just where you can best forward and clarify the discussion.

Dr. Alvin H. Hansen is to chair this section, and our organizations are deeply pleased that you have consented to participate. They look to you to present the women's views in this most important discussion. Your contribution will be a large factor in insuring the success of this section, which is actually basic to the entire Conference.

We should greatly appreciate hearing from you the exact way in which you would like your name and title listed in the program of the Conference.

Sincerely yours

Olive O Van Horn

Olive O. Van Horn
Executive Secretary bb

OVH/bb

Files 253

MOORE DRY DOCK COMPANY
OAKLAND, 4
CALIFORNIA

JAMES R. MOORE
VICE-PRESIDENT

May 25, 1944

WOMEN'S BUREAU
MAY 31 1944
DEPT. OF LABOR

War file

Miss Mary Anderson, Director
Women's Bureau
U. S. Department of Labor
Washington, D. C.

Dear Miss Anderson:

This will acknowledge receipt of your letter dated May 20, 1944, with which you enclose a copy of the recommendations concerning the circumstances of women's employment in our yard dated April 20, 1944, that was prepared by your representative, Mary Alice Webb. These recommendations, copies of which are being circularized to the several individuals in our plant who are concerned with these matters, are very interesting.

The tremendous extent of our expansion of employment in this firm together with the breathtaking rapidity in the increase in the number of women employed here have rendered exceedingly difficult the task of efficiently providing for and assimilating all of the company's women employees. Progress in this matter is continuingly evident, however, as we accumulate useful experience.

Your recommendations will be carefully noted by the cognizant company officials in each of the several phases of the problem that has been treated by Mrs. Webb. We feel that Mr. Toothman and Miss Butcher have made a real contribution to the sometimes vexing problems of employment of women in war industries. Thank you for this report. Please extend our thanks to Mrs. Webb for her study.

Very truly yours,

James R. Moore

JAMES R. MOORE

JRM/db

253

June 15, 1943.

Mr. M. L. Johns,
Selective Service Supervisor,
Moore Dry Dock Company,
Adeline St.,
Oakland, California

My dear Mr. Johns:

Your letter of June 1 to the War Manpower Commission was referred to the Women's Bureau - even though the document requested was issued by the Commission. Apparently the correspondence clerk could not find a copy to send you, and as only a very limited quantity was printed, this is not surprising.

Two copies are enclosed, and I call your attention to the fact that the agreement, given on page 17, is an appendix to the document itself, which comprises one shipyard's plan on employing women, a listing of jobs by the Women's Bureau (October 1942) and an account of women in British shipyards.

The Women's Bureau is making a comprehensive survey of women's employment in all its phases in shipyards; a preliminary report will be ready soon. We shall send you a copy at that time.

Sincerely yours,

Mary Anderson, Director.

Miss Turner

MA/RFN/nb

WAR MANPOWER COMMISSION

INTERDEPARTMENT TRANSFER SLIP

Date June 5, 1943

There is herewith transferred to:

Miss Anderson,
Director,
Women's Bureau,
U. S. Department of Labor,
Washington, D.C.

A communication from

M. L. Johns,
Selective Service Supervisor,
Moore Dry Dock Company,
Adeline Street,
Oakland, California

Concerning

Forwarding of two copies of the nineteen page publication entitled "Employment of Women in Shipyards".

which apparently requires your attention.

writer has **not** been informed of this reference.

Signature Mabel Staples

Publications
Title Distribution

GPO 16—30555-1

Listed for shipbuilding
Running 6/17/43 Mm

Files
Dag
carbon of
reply reached you
7/6/43

Moore Dry Dock Company

CABLE ADDRESS
"MOORSHIP"

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BOILERS - TANKS - PIPE AND ALL STEEL PLATE CONSTRUCTION - MACHINERY
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FOOT OF ADELINE STREET · OAKLAND, CALIFORNIA · PHONE HIGATE 3919

June 1, 1943

WOMEN'S BUREAU
JUN 7 - 1943
DEPARTMENT OF LABOR

C Staples 325

War Manpower Commission
Division of Operations--Women's Program
Washington, D. C.

Gentlemen:

Will you please send us two copies of your nineteen page publication entitled "Employment of Women in Shipyards" which was signed on behalf of The Shipbuilding Employers' Federation, and The Confederation of Shipbuilding and Engineering Unions, dated July 17, 1941.

Very truly yours,

M. L. Johns

M. L. Johns
Selective Service Supervisor

MLJ:cbs

Mrs. Walsh wmc 2719
can get copies

269

May 25, 1944

wartile

Mrs. Dolly E. Scupholm
Women's Counselor
Naval Topedo Station
Keyport, Washington

Dear Mrs. Scupholm:

I was very glad indeed to hear from you and to know that your position has been established in the Personnel Department. I should be interested to hear again how things develop.

The book you ask about was written by Dr. Donald P. Laird. The Office of Education does not have it. It could be got from a library. However, I don't think it is an awfully good book and should suggest that you read other things instead. I am sending you under separate cover some material from our Bureau and from the Office of Education, which I think you will find practical and useful. It has to do with problems of personnel counseling and training of women workers, and I think will be much better than the Laird book. There is a book called "Wartime Supervision of Workers," by Richard S. Schultz, which you may be interested in looking up in the library.

I wish you the best of luck on your job, and shall look forward to hearing from you again. Please don't hesitate to write again if there is anything you think we can help out with in the way of dealing with your problems on the job.

With best wishes,

Sincerely yours,

Jennie Mohr,
Associate Industrial Economist

JM:ml

WWTW 349

May 20, 1944

Mr. Roy L. Clark
Consultant to Technical Advisory Service
Smaller War Plants Corporation
226 West Jackson Blvd.
Chicago 6, Illinois

Your ref. 6-PM-180-Research data
Seating dimension requirements

My dear Mr. Clark,

At the request of the American Statistical Association we are sending you our pamphlet discussing seats for women workers in factories and related subjects. If there are questions that you have, after reading it, on which we might give further information, I hope you will not hesitate to write us.

Sincerely yours,

Mary Anderson, Director

rfn

CROSS REFERENCE SHEET

War files

Name or Subject

File No.

National War Labor Bd - - 269

Regarding

Date

N.L.B. policy on Women's Wages

May 16, 1944.

SEE

Name or Subject

File No.

United Auto - Aircraft Workers 371

File cross reference form under name or subject at top of the sheet and by the latest date of papers. Describe matter for identification purposes. The papers, themselves should be filed under name or subject after "SEE."

CAT. NO. 6703 FILING EQUIPMENT BUREAU

346

April 21, 1944

war file

Mrs. Richmond Temple
Assistant Industrial Relations Director
Female Personnel
J.D. and A. B. Spreckels Company
2 Pine Street
San Francisco, California

My dear Mrs. Temple:

We have your inquiry of April 15 regarding women in jobs on ferry boats, and we are sending your letter on to the Office of Defense Transportation. I am sure you will hear from that agency shortly.

The Women's Bureau has not made a survey of jobs in the transportation system in this country inasmuch as the Office fo Defense Transportation planned to include an evaluation of jobs suitable for women in the study of manpower needs in their field. A list of our publications is enclosed to indicate the job surveys we have made and the pamphlets we have for distribution on standards for women's working conditions, most of which are applicable to "inside" work instead of "outside".

Sincerely yours,

Mary Anderson, Director

MA:RFW:sl

Gen. 50.

U. S. DEPARTMENT OF LABOR
WASHINGTON

April 21, 1944

Referral Memo

Office of Defense Transportation
Interstate Commerce Commission
Washington, D. C.

Dear Sir:

The attached communication from

Mrs. Richmond Temple, Ass't. Ind. Rel. Dir.
J.D. and A.B. Spreckels Company
2 Pine Street
San Francisco, California

is respectfully referred to your office for consideration and appropriate action, and the writer

☐ has been advised.
☐ has not been advised.

Very respectfully,

Mary Anderson

Director Women's Bureau

(Officer)

232

April 3, 1944

Miss Emma Ward
Division of Shipyard Labor Relations
Maritime Commission
Washington, D. C.

Subject: Women's Bureau information on lengthening of shifts

My dear Miss Ward:

In response to your request I am itemizing our information on some of the industries in which the shift has been lengthened. There are a large number of additional firms who have informed us that they were contemplating changing or had recently changed from a shorter to a longer shift. The time has not been adequate to give us any information on the effect of such a change. The following comments were derived from reports to our agents:

1. An Aircraft Assembly Plant in New York

This plant has decided against changing from one 8 to two 10-hour shifts after having explored the subject, because

(1) After going from 8 to 9 hours they found that absenteeism and turn-over increased so much that the effects of greater production were offset.

(2) They found that a 10-hour shift would make a 12 or 13-hour day for many women and decided that that was too long.

(3) Trial operations with increased shift length show that increase in production is only temporary and after a brief period efficiency drops and no more work is done than on an 8-hour day.

(4) A 10-hour day would involve too serious readjustment of all community services. The extra day of leisure under a system of five 10-hour days would not take care of this as the services are needed daily, not once a week.

(5) The employees report fatigue, too much time away from home, et cetera, under a 10-hour arrangement.

2. An Aircraft Plant in Missouri

Women have been working six 9-hour days and men six 10-hour days. The plant is planning to increase the women's schedule to 10 hours because:

a. The women asked for it.

b. It is inefficient to have men working longer than women.

c. Transportation difficulties arise on the "share-the-ride" scheme when women leave work an hour earlier than their drivers.

d. The plant believes that the increased pay will reduce turn-over.

You will notice that the first and last reasons are not well substantiated in general. The fact that women like the additional overtime is no reason for assuming that the schedule would be a healthy or efficient one.

3. An Aircraft Engine Plant in Pennsylvania

This plant changed from six 8-hour days to five 10-hour days. The workers voted to keep the latter schedule. No study has been made of the effects of a change.

4. A Food Products Plant in Iowa

This plant changed from an 8 to a 10-hour day, but the results were unsatisfactory and they changed back to the shorter schedule. Officials in one department said that they believe the long work day was undesirable from the standpoint of fatigue.

As far as the effect on women was concerned, the plant reported as follows:

(1) The women work on an automatically controlled production line and the production per hour remained the same regardless of number of hours per day.

(2) Absenteeism and turn-over increased. The 10-hour day was found especially hard on the older women, who, nevertheless, said they wanted it because of the increased pay.

(3) In departments working on an 8-hour shift, the monthly absenteeism rate ranged over a period of 2 months from 0.8 percent to 6.0 percent. In the same period the rate in departments on a 10-hour day ranged from 4.6 percent to 14.5 percent.

5. An Electrical Manufacturing Plant in Missouri

Changed the schedule of men workers from a six day week of five 10½-hour days and one 8-hour day to straight 9-hour days. Production in 9 hours was found to be the same as it had formerly been in 10½.

6. A Paper Production Company in Missouri

Worked one month on a 10-hour a day to meet an emergency. Women were "all worn out" by the end of the month. Turnover increased. Production was maintained but it was believed this could not continue.

7. An Electrical Production Plant in Iowa

Operated various departments in a 2-month emergency on

(a) six 10-hour days

(b) seven 8-hour days

After the 2 months they returned to a 48-hour week. Under the longer hour schedule efficiency had dropped and absenteeism increased. The effect showed up faster on the six 10-hour days than on the seven 8-hour day schedule.

8. A Southern Shipyard

Kept welding production records for both a 10-hour and an 8-hour schedule. Records indicated that welding production has increased remarkably on the 8-hour schedule - the company estimates the increase at about 35 percent.

9. An Electrical Motor Manufacturing Company

Changed from a 9-hour day and 5½-day week to five 8-hour days and discovered their production was as high on the latter schedule as on the former.

10. An Aircraft Assembly Plant in California

Has made an elaborate study of the relative advantages of an 8 and 10-hour day. On the basis of this study, they have established the 10-hour day. They came to the conclusion that the women were overwhelmingly in favor of working 10 hours a day and 5 days a week. A survey of the women workers, after this schedule had been in force for a while, apparently indicated that over 85 percent of the women interviewed preferred this schedule and 77 percent did not think that it was more fatiguing than the 8-hour day. They claimed that

fatigue, child care, shopping, transportation, etc. were not affected by this change.

Statistics published by this firm show a drop of slightly over 2 percent in absenteeism after the 10-hour day was instituted. However, a study of their own data has shown me that they took one week before the change and one week after the change as representative. It happened that these particular weeks showed the highest peak in absenteeism on the short shift and the greatest drop on the long shift of any of the weeks for which records were kept. The general trend over a period of time was, if anything, toward a slight increase in absenteeism.

I think that considerably more data may be available at a later period since many of the firms have so recently introduced such a shift change.

Very truly yours,

Jennie Mohr.

JMidg

Files 311

War Files March 30, 1944

Miss Barbara A. Roberts
Wartime Information Board
620 Fifth Avenue
New York, New York

My dear Miss Roberts:

Recruitment for farm work is done through the Women's Land Army representative in each of our agricultural States. These leaders are a part of the War Food Administration of the Extension Service. In New York State the Extension Service has turned over recruitment to the Employment Service. If you wish to serve in New York State, therefore, I would suggest that you get in touch with the Women's Branch of the Employment Service. If you wish to serve in some of the New England States, the list of names enclosed will be helpful to you.

Sincerely,

Bertha M. Nienburg,
Assistant Director

Enclosure

BMN:LW

Women's Bureau
U. S. Department of Labor
Washington

March 30, 1944

Maine: Miss Katharine Potter, University of Maine,
Orono

New Hampshire: Eunice Heywood, University of New Hampshire
Durham

Vermont: Mrs. Martha Buttrick, University of Vermont
Burlington

Massachusetts: Mrs. Helen D. Smith, Massachusetts State College
Amherst

Connecticut: Mrs. Corinne Alsop, Connecticut War Council,
State Armory, Broad Street
Hartford

TELEPHONE: CIRCLE ~~7-7630~~ 6-0224

CANADA

RECEIVED - LABOR
Chief Clerk
MAR 28 1944
AM 9 10 11 12 1 2 3 4 5 6 PM

WARTIME INFORMATION BOARD

620 FIFTH AVE., NEW YORK

WOMEN'S BUREAU
MAR 29 1944
DEPARTMENT OF LABOR

March 27th, 1944

Department of Labour
Washington, D. C.

Dear Sirs:-

(If the following does not come under your jurisdiction will you kindly forward it to the proper department.)

I am eager to offer my services to the Women's Land Army for two weeks this summer (anytime during June, July or August) in order to help out during the shortage of manpower on the farms.

I am 24 years of age and have had experience in mixed farming and vegetable gardening. I can handle a team of horses and have had experience in the one hundred and one things to be done around and about a farm.

There are several reasons why I am eager to help in this crises. On the other hand if my services can not be used to advantage in this work of food production, I would rather not waste time. In other words, I am ready to work wherever you place me, but want to be sure of finding work there to be done.

Kindly let me know if this application is acceptable and when during the summer you can use my services so that I may give my office here notice in advance.

Sincerely,
Barbara A. Roberts

Barbara A. Roberts
Sec'y to the News Editor

208

25

March 21, 1944.

C. A. Hodgins, Personnel Director
Todd & Brown, Inc.,
Kingsbury Ordnance Plant
La. Porte, Indiana.

War file

Dear Mr. Hodgins:

Thank you very much for your letter of March 11.

I agree with you that under the circumstances it would not be advisable to write an article at this time on the Negro workers in your plant. If at any time in the future you can send us information suitable for publicizing, we should appreciate having it.

Sincerely yours,

KB
erb

Mary V. Robinson, Chief
Information Division.

TODD & BROWN, INC.

KINGSBURY ORDNANCE PLANT

LA PORTE, INDIANA

WOMEN'S BUREAU
MAR 14 1944
DEPARTMENT OF LABOR

11 March 1944

Mary V. Robinson, Chief
Information Division
U. S. Department of Labor
Women's Bureau
Washington 25 D. C.

Dear Miss Robinson:

We acknowledge your letter of 8 March 1944 with respect to the employment of negro women at this plant. Lieutenant Dunlop has been away from this plant for some time, and the situation with respect to employment for both white and negroes has changed considerably. We now have a total plant population of approximately 8,000, of which about 1,200 are negroes.

There is one thing in your letter that I wish to correct for the record. We have never hired anyone, white or negro, because they can sing. It is true that when the detonator line was operating, and this line has not operated since April, 1943, the negroes would form quartettes and choral groups who sange during rest periods and luncheon periods. Some of them were very good. Since they confined themselves pretty much to spirituals, their singing probably had a soothing and steadying affect.

On the whole, the management of this plant has beensatisfied with the work which the negroes have performed. We cannot honestly state that we have obtained the same "high output" that we have from the whites. At one time we had two lines turning out the same type of ammunition; one manned by whites, one manned by negroes. The white line consistently had a higher output per man hour than the negro line.

We have also had considerable difficulty in getting the negro to arrive for work on time and to keep themselves occupied during the eight hours. In addition, the absentee record of the negroes, as compared to the whites, is poor. There just happens to be on my desk this morning the absentee record for the week ending March 4, 1944. In one work place manned by negroes, the percent of absenteeism is 11.90. On another line, the percent is 4.42. The other portion of this line manned by whites is 3.30. On another line that is divided between colored and whites, the white absentee percentage was 7.14 and the colored 8.85. The over-all absenteeism for the plant for that week was 4.69%. Our records, over a long period of time, indicate that the absentee percentage is always higher on the lines manned by colored employees.

Do not misunderstand this information. As I mentioned, we are not dissatisfied, but our records are such that, personally, I do not feel that it would be wise at this time to furnish any information that you would use in writing any articles regarding colored employees at this plant.

Miss Mary V. Robinson 11 March 1944

We are trying -- and have had some success -- to get over to these people the necessity of their bringing up their manhour production to equal or exceed the manhour production of other groups. When this happens, or if the manhour production gets to a point where it is consistently near other manhour production figures, I should then be glad to cooperate with you in any way possible.

Very truly yours,

TODD AND BROWN, INC.

C. A. Hodgins
Personnel Director

CAH:j

March 8, 1944.

Mr. C. A. Hodgins
Personnel Director
Kingsbury Ordnance Plant
La Porte, Indiana.

Dear Mr. Hodgins:

Last week Lt. Chas. L. Dunlop of the Navy Department in Washington was in my office, and happened to mention the excellent job the Kingsbury Plant is doing. I understand that 2300 Negro women are hired on the detonator line, and that in one division Negro men who can sing are hired as this helps to relieve the tension on the dangerous jobs they are doing. I would very much appreciate it if you could send me complete details on the jobs these Negro women and men are doing. One of my assistants writes a monthly article on Negro women in war jobs, and would like to have the work these women are doing at Kingsbury as the next in the series. It would be helpful if you could send us the names of some of the women, and also some of the men who are in the "singing crew." If it would be possible and not too much trouble we would appreciate having you include some human interest details about the lives and families of these women as well as a description of the job they are doing, their fine safety record, and high output, also, would it be possible for you to send us some photos of these workers at their jobs?

I shall be very grateful for any material that you can send me concerning the Negro workers at the Kingsbury Plant.

Sincerely yours,

Mary V. Robinson, Chief
Information Division.

142

March 7, 1944

War file

Mr. Chas. B.Goodman
Morale Warden, Block 3, Zone 13
4449 W. Jackson Blvd.
Chicago, Illinois

My dear Mr. Goodman:

If I were going to be in Chicago in the near future, I should be very glad to participate in the Public Discussion Program outlined in your letter. However, I have many other commitments, none of which are in the vicinity of Chicago. I regret, therefore, that it will not be possible for me to accept your invitation.

Sincerely yours,

Mary Anderson, Director

IS

WOMEN'S BUREAU
FEB 24 1944
DEPARTMENT OF LABOR

Chicago, Illinois
February 19, 1944

Miss Mary Anderson
Director, Women's Bureau
U. S. Department of Labor
Washington, D. C.

Dear Miss Anderson:

May I take the privilege of addressing this letter to you, in the hope that you may be willing to assist the Civilian Defense organization, of which I am officially designated as Morale Warden. In order to maintain a high standard of morale in the Community and as an essential part of the war effort, we, of Block 3, Zone 13, are in the process of formulating plans for the launching of a Public Discussion Program, which contemplates the participation of at least six Blocks in lending their combined effort to make this forum a success. the program is in line with a Chicago Civilian Defense Project, a series of

public lectures, I understand, being already in progress.

It is my personal plan and desire to have at least 4 eminent speakers who will be kind enough to address the forum on a subject of current interest to be selected later; the forum will be held at a suitable Auditorium in our Community, and we will doubtlessly receive the whole-hearted co-operation of our local and public newspapers in giving this appropriate publicity.

Inasmuch as our plans are still in a plastic stage I am unable to furnish you any definite date at this time; but you will receive this information in time in the near future, in the event you are willing to appear as a speaker on a program which should mean a great deal in strengthening the home ties and helping the nation generally.

I fully realize that your participation will no doubt cause you great inconvenience and our date may conflict with other numerous engagements you have. If at all possible your gracious consent to have us count on your attendance will serve as an inspiration to all of us engaged in voluntary Civilian Defense work.

Please favor me with a reply, which we shall be immeasurably grateful for, and hoping you will consent to participate in our public discussion program, I am

Most Respectfully yours,

Chas. B. Goodman
Morale Warden
Block 3, Zone 13
4449 W. Jackson Blvd.

UNITED STATES OF AMERICA
OFFICE OF WAR INFORMATION
250 224 WEST 57TH STREET
NEW YORK CITY 19

War file

feeing stories



Needley 1571 2/23

February 22, 1944

Miss Mary Robinson
Women's Bureau
Department of Labor
Washington 25, D.C.

Dear Miss Robinson:

Miss Judith Gardner, Features Editor of HILLMAN PERIODICALS, in this city, is planning to run a series of personality stories or profiles about women who have significantly aided in the war effort. She has asked our help in suggesting material. The subjects of the articles may be celebrities in their own right, or they may be simple housewives or business women who have accomplished some signal achievement in their own community. Since this type of publicity seems to us to furnish the very best sort of "Example Appeal" in putting over your programs, we feel that you will be glad to cooperate.

While early action is desirable, this is a continuing program and we will be glad to receive suggestions from you at any time. When such suggestions meet with Miss Gardner's approval we will let you know what further is needed from you.

Sincerely yours,

Arthur L. Zagat NS

ARTHUR L. ZAGAT
Acting Chief
New York Division
Magazine Bureau

ALZ:NS

Ans. over



March 1, 1944.

Mr. Arthur L. Zagat, Acting Chief
Magazine Bureau, New York Division, O.W.I.
250 West 57th Street
New York 19, N. Y.

Dear Mr. Zagat:

I have your letter of February twenty-second regarding the series of personality stories Miss Judith Gardner of HILLMAN PERIODICALS wishes to write. I am enclosing for her use a list of outstanding women in various fields, as well as some feature items concerning women's accomplishments. I am also enclosing a partial list of the many women holding responsible Government jobs. Some of these women may have made changes recently of which we do not yet have a record. We can supply Miss Gardner with a much longer list of women in Government, if she would be interested in having it.

I hope she will find this material of value.

Very truly yours,

Mary V. Robinson, Chief,
Information Division.

MR
11
Encl.

152

February 19, 1944

Miss Charlotte B. Hancox
3 North Vine
Hinsdale, Illinois

War file
Conscription

My dear Miss Hancox,

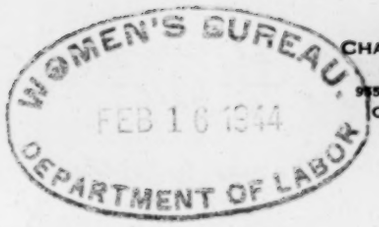
I have your inquiry of February 13th, and my position on conscription of women has not changed since I wrote you last fall. Insofar as the need for more women workers in the war factories and essential civilian industries goes, I think there can be better utilization made of those already employed and in the areas where there is acute need of workers, more attention should be given to community services so that housewives would find it possible to take war jobs and keep their households running without undue burden. I am not in a position to speak on how many women are needed in the WAC, the WAVEs, SPARs, etc., and I would want to have more information as to their recruitment program before knowing whether other methods of getting women to enroll in these services could be used.

This matter comes under the jurisdiction of the War Manpower Commission, and if you wish to express your opinion on the Austin-Wadsworth bill to the agency most concerned, I suggest you write to Mr. McNutt, who is its director.

Sincerely yours,

rfn

Mary Anderson, Director



CHARLOTTE B. HANCOX
CHICAGO COMMONS
955 WEST GRAND AVENUE
CHICAGO, ILLINOIS

February 13, 1944
3 North Vine
Hinsdale, Illinois

Mary Anderson, Director
U. S. Department of Labor
Women's Bureau
Washington, 25, D. C.

Dear Miss Anderson:-

When I wrote you last September, you did not feel that Conscription of women was yet necessary. However, now that the President has come out for the bill, what do you think?

I feel very strongly, that a whole system of life is at stake and that the passage of the Austin-Wadsworth Bill would be a step towards a totalitarian way of life.

Certainly, if such a bill were to pass, there should definitely be stated therein, a list of alternative services for pacifist women who sincerely object to

any form of Conscription.

Would you kindly let me know what you think regarding the Bill?

Sincerely yours,
Charlotte Hancox

152

25

September 16, 1943.

Miss Charlotte B. Hancox,
3 North Vine
Finsdale, Illinois

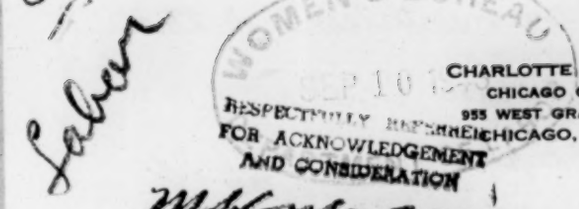
My dear Miss Hancox:

Your letter to President Roosevelt has been referred to the Women's Bureau and I am writing to say that we are very glad to have your comments on the Austin-Wadsworth Bill. I do not feel that conscription of women for factory jobs is yet necessary.

Sincerely yours,

Mary Anderson, Director.

MA/EFN/nb



CHARLOTTE B. HANCOX
CHICAGO COMMONS
955 WEST GRAND AVENUE
CHICAGO, ILLINOIS



3 North Hinsdale, Ill.

September 5, 1943

President Roosevelt:-

I know I express the feeling of many young women all over the United States when I write you, strenuously opposing the Austin-Wadsworth Bill including women conscription. I earnestly feel that conscription of women would have very serious, disastrous consequences, resulting in ever-increasing juvenile delinquency and broken homes and family life.

Furthermore, the supreme Court has defined forcing a person to work for a private employer making private

profit as slavery. Regimentation of the manpower of the United States is contrary to the principles laid down in the Constitution of the United States, and would result in many evils. It is also unnecessary as long as there are available many thousand of unused negro workers.

I wish to stress, further, that the Austin-Wadsworth Bill is wholly undemocratic in that it allows for no freedom of conscience for women, such as now exists for men.

Thus, any such measure for total conscription of women is a dangerous step towards totalitarianism.

I would appreciate learning what the attitude of the administration is towards the bill.

Yours truly,

Registered voter in Riverdale, Ill.

Betty and Charlotte Hancox

225

February 18, 1944

War file

Mr. Harold R. Love
P. O. Box 324
Grand Rapids, Michigan

My dear Mr. Love:

Your letter to the Secretary of Labor has been referred to the Women's Bureau for reply. The question which you raise about the length of the workweek for which women may be employed by the Pere Marquette Railroad Company has no relation to Executive Order No. 9240. The State law of Michigan limits the hours for which women may be employed to 9 and 54. The U. S. Department of Labor has no authority to grant exceptions to State hour laws. The administration of the Michigan law covering the hours for which women may be employed is administered by Mr. George Dean, Commissioner of Labor, Department of Labor and Industry, 630 State Office Building, Lansing, Michigan. Any communications concerning the enforcement of this law should be directed to Mr. Dean.

In your letter you raise the question as to whether the Michigan law applies to interstate railroads. The law does not exclude employment by railroad companies and specifically applies to shops which probably includes roundhouses. The question concerning the application of State hour laws to interstate railroads has frequently been raised.

The Women's Bureau requested the Solicitor of Labor to prepare a memorandum on this question in connection with the Pennsylvania hour law for women and minors. I am inclosing a copy of Mr. Maggs' memorandum in which he cites a recent Supreme Court decision in which the Court held that Federal legislation dealing with interstate railroads does not preclude a regulatory agency of a State from requiring adherence to the safety and health laws of the State." I believe that you will be interested in this memorandum.

We in the Women's Bureau believe that 8 hours a day and 48 hours a a week is the maximum period for which women should be employed, especially at the kind of work that must be done in railroad yards and shops. We would strongly recommend, therefore, that even though laws permitted longer hours the work period not be extended beyond 8 or 48. We agree that women must do their part in this war emergency, but as a result of our long experience and study of women's employment, we have concluded that women over a long period of time can most successfully do the hard work required of them if the workday and week are not too long.

If we can give you any further information, we will be very glad to have you write to us again.

Sincerely yours,

Mary Anderson, Director.

Inclosure
[redacted]

DEPARTMENT OF LABOR
OFFICE OF THE SECRETARY
WASHINGTON

February 17, 1944

WOMEN'S BUREAU
FEB 17 1944
DEPARTMENT OF LABOR

To: Miss Mary Anderson
Director, Women's Bureau

From: Robert T. Amis
Special Assistant to the Secretary

Subject: Letter from Mr. Harold R. Love
P. O. Box 324
Grand Rapids, Michigan

I am referring to you for attention and reply the attached letter from Mr. Love, which was received in my office on February 11, 1944, since his inquiry appears to fall within the jurisdiction of your office.

Attachment

ms p.e.

HAROLD R. LOVE
COUNSELLOR ON TAX LAWS
WASHINGTON, D. C. REPRESENTATION
COMPLETE AUDITS and ESTATE SURVEYS
P. O. Box 324
Grand Rapids, Michigan

RECEIVED
OFFICE OF SECRETARY OF LABOR
FEB 11 1944
AM 9|10|11|12|1|2|3|4|5|6 PM

WAGE-HOUR'S BUREAU
FEB 17
DEPARTMENT OF LABOR

Secretary of Labor,
Washington, D. C.

Subject: Interpretation of Executive Order 9240 and applicability of law of Michigan to railroad employees.

1. My wife, Helen M. Love is employed as forewoman of a crew newly recruited because of the labor shortage, consisting of women who have not been previously employed on the type of work being done.

2. The work consists of servicing engines of the Pere Marquette Railroad at its yard and round house near Grand Rapids, Michigan.

3. The work is necessitated on the part of women entirely because of emergency conditions caused by the War, drafting of men and actual shortage of qualified men.

4. Because of the above facts the mentioned railroad as well as my wife wishes to work in excess of the hours-and is entirely willing to do so,-set as a minimum for women under the laws of the state of Michigan, but the railroad so far as been unable to get a ruling that the state law is not binding on them, in fact can get no ruling at all.

5. Under the executive order 9240 above it is noted that it is qualified as not conflicting with statutes as to federal employees but by implication supercedes state statutes without specifically saying so. In other words it authorizes in emergency conditions work on the 7th consecutive day which is the particular day the railroad desires my wife to work and does not except women nor make any exception for applicability of state law.

6. It would seem with all the agitation and apparent need for work related to the war to get done particularly that of transportation of troops, supplies etc, which are involved here that the war effort is in fact being sabotaged with this state restriction if applicable, when the employer, the employee and the war require these jobs be done and no harm will be done to anyone, who is willing as here to do her bit and more besides you might say.

7. Also it is requested that opinion be given as to whether in view of the railroad being engaged in interstate commerce whether in that event the Michigan law would apply? Though of course the work is done entirely in Michigan on equipment that is engaged in interstate commerce.

8. Will you please clarify by written advise these above matters and mail in enclosed envelope to me.

Respectfully,
Harold R. Love
Harold R. Love.

returned to Mr. Love 2-11-44.

72

War file

February 11, 1944

Mrs. Lillian R. Narins, Executive Secretary
Citizens' Committee for the Care of Children
in Wartime
130 S. 15th Street
Philadelphia, Pennsylvania

My dear Mrs. Narins:

No overall figures are available for average wages for women in Philadelphia. However, the following data for manufacturing show very little variation between the country as a whole and the three specific States for which similar data are available. If, therefore, a rough estimate would be useful, it might be assumed that women's average weekly wage in manufacturing in Philadelphia is about $30.00:

States	Average weekly earnings of women in manufacturing
National Industrial Conference Board	$30.12
New York State Labor Department	32.15
Illinois " " "	30.82
New Jersey " " "	27.31

According to the labor departments of Illinois and New Jersey, women's average weekly earnings in November, 1943, in service industries were

Laundries (Illinois)	$18.86	New Jersey	$19.50
Hotels and restaurants (Illinois)	19.00		

According to the Bureau of Labor Statistics, the hourly earnings of women in five large department stores in Philadelphia in June, 1943, was $.553. On the basis of a 48-hour week, this would amount to $28.75. I do not know whether this information will be of any assistance to you, but it is all that there is available on women's earnings in Philadelphia.

Sincerely yours,

Mary Anderson, Director

MA:LS:MRG

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU

To—		From—	Re Attached Please—
	Anderson.		Approve
	Nienburg.		Comment
	Larrabee.		Note
	Benham.		Note and return
	Best.		Reply
	Erickson.		Draft of reply
	Files.		Signature
	Hyde.		Would like to discuss
	Manning.		File
	Mettert.		
	Pidgeon.		Date
	Robinson.		Note:
	Smith, F.		
✓	Spring.		
	Steel.		
	Stitt.	✓	

14—8769

CHILDREN IN WARTIME

130 S. 15th Street, Phila., Pa.

WOMEN'S BUREAU
FEB 8 1944
DEPARTMENT OF LABOR

February 7, 1944

concerning the average woman's
rchild suggested we inquire of you.

will you please be kind enough

erely yours,

Lillian R. Narins

Mrs. Lillian R. Narins, Exec. Secy

CITIZENS' COMMITTEE

FOR THE CARE OF CHILDREN IN WARTIME

130 S. 15th Street, Phila., Pa.



February 7, 1944

Mrs. Louise Stitt
Women's Bureau
Washington

Dear Mrs. Stitt:

Recently in trying to get information concerning the average woman's wage in Philadelphia, Dr. Mildred Fairchild suggested we inquire of you.

If you have that information on hand, will you please be kind enough to forward it to us.

Sincerely yours,

Lillian R. Narins

Mrs. Lillian R. Narins, Exec. Secy

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LOWENBURG, DR. HARRY, SR.
MacCALLUM, REV. J. A.
MAGIL, LEON H.
Pres. Jewish Youth Community
MARCOVITZ, DR. ELI
MEAD, MRS. EDW.
Voluntary Service
MEADE HOME & SCHOOL ASS'N
MOORE, DR. MATHEW T.
NATIONAL NEGRO CONGRESS
NEELEY, SARA
Afro-American Columnist
O. C. D. ZONE 29
O. C. D. ZONE 30
OWENS, DR. ALBERT
Dir. Div. Extension Educ. Phila. Public Schools
PAYNE, MRS. ELEANORA
PAUL DOROTHEA
PERDUE, JOHN
PENNA. ASS'N TEACHERS OF
COLORED CHILDREN
PHI DELTA KAPPA
Nat. Sorority of Teachers
POST 7 SECTOR 1 ZONE 35 WOMEN'S AUXIL.
POST 2 SECTOR 2 ZONE 30
POST 5 SECTOR 2 ZONE 35 WOMEN'S AUXIL.
REYNOLDS, EVELYN
Courier
RHODES, E. WASHINGTON
Phila. Tribune
RICCARDI, A. REX
President of Musicians' Union, A.F.L.
RIVISE, CHAS. W.
RODDY, DR. RUDOLPH L.
ROSENFELD, HON. SAMUEL M.
State Legislature
ROSENTHAL, SARA K.
Vice-Chairman S. Phila. Coordinating Council
ROSENWALD, MRS. JULIUS, II
ROTENBERG, SOL
SHAFER, JOSEPH
Bus. Agent United Shoe Workers of America
SHANNON, DR. WM. A.
SMITH, REV. CLARENCE M.
SOCIAL SERVICE EMPLOYES' UNION LOCAL 21
SOLIS-COHEN, DR. LEON
SPEISER, MRS. E. A.
International Workers Order
STATE, COUNTY and MUNICIPAL
WORKERS of AMERICA
STECKER, MRS. ROBERT
STEVENSON, REV. WM. P.
STOKLEY PARENTS TEACHERS ASSOCIATION
STRAUS, MRS. BERTHOLD
STUBBS, DR. FREDERICK D.
TEACHERS' UNION
TISA, JOHN
Local 80 U. C. A. P. A. W. A.
TURNER, DR. JOHN P.
Member Phila. Board of Education
UNITED OFFICE and PROFESSIONAL
WORKERS of AMERICA, LOCAL 2
WAMBILE, THELMA
Exec. Sec'y Gtn. Y.W.C.A.
WHITE, CHARLES FRED
WILLIAMS, DR. PHILIP F.
WILSON, MRS. CHRISTINE P.
WOLSEY, REV. LOUIS
YOLLES, RABBI EPHRAIM E.
Chairman, Ex. United Orthodox Rabbinate
of Philadelphia.

Files
204

GRACE KIRKLAND, M. D.

~~803 West Peachtree Street,~~
~~ATLANTA, GEORGIA~~

803 West Monroe Street,
Jacksonville 4, Florida,
February 12, 1944

WOMEN'S BUREAU
FEB 16 1944
DEPARTMENT OF LABOR

War file
Consc.

Dear Miss Anderson:

Thank you for your cordial letter, and for sending me some reports from the Bureau.

You might possibly be interested in the clipping enclosed, which Mr. Cohn was liberal in publishing although contrary to his own sentiment.

There are many reasons why I would not favor civilian draft, even if it were within the specified powers delegated by the States to the Congress, but even to advocate it is not expedient as anything indicating to the enemy that the war is not properly supported by the American home front must encourage Axis hopes of dissension among us or a grave weakness that would lose us the war by negligence.

Very sincerely yours,

no answer
15N

ideology; and we must have stable governments with which we can deal. I think that is the way it was first put to us ,a year or so ago. Do I quote you correctly, sir?

Letters From READERS

NATIONAL SERVICE

Editor Jacksonville Journal:

The proposed Act providing for universal civilian service means the conscription of labor and its distribution and direction into public, quasi-public and private use.

Neither Congress nor the President is empowered by the Constitution to pass any valid Act of such nature. The only way whereby it could be lawful would have to conform to the plan pursued in the case of the Wacs, Waves, etc. Although with certain limitations as to duties, and without drafting, these organizations are part of the military forces. There could be a universal military service, but only if clearly so called and carrying not only the same obligations but the same scale of pay and the same right to promotions, insurance, hospitalization, allotments for dependents and pensions.

Able lawyers attacked the draft in World War 1 and were defeated by the plain statement in the Constitution that Congress has the right to raise armies. At the same time it was just as clearly shown by facts and inference that it had no right whatever to conscript workers for civilian jobs. I speak of legal, Constitutional right. To think or say that if Congress has the moral right to do one thing, it would have the moral right to do another thing is idle and confuses the issue. Men who framed the Constitution knew that from time to time public opinion could be stampeded and furious demands for haste in doing something, or stopping something, arise. They provided, therefore, that the Constitution could be amended, but only by a process apart from all undue heat and prejudice. It provided freedom under law—the principle for which we are now fighting. Anything else means tyranny. Power lies with the people and the prize every dictator craves is to utilize that power to whatever end the dictator desires. Didn't that happen in Germany? If so, and we copy its course, why not disband our troops and apologize?

GRACE KIRKLAND.

Jacksonville Journal"
2-9-44

National Whirligig by
Boys in Marshalls Trained f

OPERATIONS—Naval air units now battling the Japs on the Marshall Islands have been infused with a more aggressive spirit than any other American forces since the time of John Paul Jones. Our present-day fleet, the world's most powerful, was built and trained for attack—attack—attack.



RAY TUCKER

Adm. William D. Leahy, chief of staff to the President, gave this assurance in a closed session with several congressmen a few days after the current offensive was launched. **He reported achievements which had not then been re-**

January 31, 1944

Dr. Grace Kirkland
683 West Monroe Street
Jacksonville 24, Florida

My dear Dr. Kirkland,

The Secretary of Labor has asked me to thank you for your letter of January 24th, and we in the Women's Bureau are interested to know of your concern for the health of women war workers. This is the government agency authorized by Congress to recommend standards for their working conditions, and since the time of the last war (when we were established) we have been fact-finding and reporting on women's working conditions, and with the rapid employment of large numbers of women at the beginning of this war period, many employers turned to the Women's Bureau for advice on employing women. I believe you will find it interesting to look over the enclosed leaflets on standards we have recommended. There has been much accomplished in the field of industrial medicine and industrial hygiene, but more attention is needed in placement of workers on jobs suitable to them.

Sincerely yours,

Mary Anderson, Director

all 30 bulletins
occupational hazards
absenteeism
safety, health, speed
women in war industries

Miss Anderson

GRACE KIRKLAND, M. D.
~~XXXXXXXXXXXXXXXX~~
~~ATLANTA, GEORGIA~~

683 West Monroe Street,
Jacksonville, 4, Florida
January 24, 1944

WOMEN'S BUREAU
JAN 27 1944
DEPARTMENT OF LABOR

Mrs. Frances Perkins,
Washington, D. C.

Dear Madam:

This is in appreciation of the release by your Department of statistics concerning casualties among war workers. Figures convey something even to the most biassed or unimaginative mind.

As a retired woman medical practitioner I wish attention might be called to another phase of war work - the exposure and strain jeopardizing the present and future health of such workers, particularly women, most of whom have not only the long eight hours of toil, but must endure the hardships of getting to and from the place of employment and attending to the imperative domestic duties, at least. While all this may be a sacrifice demanded by war, it should still be recognized as a sacrifice. Yet, quoting Dr. Donald Laird, of West Haddon, Conn., "war workers will be the forgotten men and women" when peace comes. The soldiers are young, strong and especially conditioned for their tasks: nevertheless most will return fagged out, listless, with all natural bouyancy gone forever for flesh and blood are flesh and blood, not stone nor steel. If this must be the fate of most returning veterans, how much worse that of war workers not given the preliminary tests and the food, clothing and hygeinic attention afforded the troops from training camp to the end?

This letter requires no reply. You have done a distinct service. I therefore thank you, and remain at your service.

Very sincerely,

Grace Kirkland

RECEIVED
OFFICE OF SECRETARY OF LABOR
JAN 26 1944
PM 1|1|2|3|4|5|6

ROUTING SLIP
Office of the Secretary

To--

Robinson

Mr. Amis
✓ ~~Miss~~ Anderson
Mrs. Beyer
Mr. Demorest
Mr. Dodson
Mr. FitzGerald
Mr. Hinrichs
Miss Jay
Miss LaDame
Miss Lenroot
Mr. Lubin
Mr. Maggs
Mr. McComb
Miss Perkins
Mr. Smith (Personnel)
Mr. Steelman
Miss Thompson
Mr. Tracy
Mr. Walling
Mr. Zimmer

WOMEN'S BUREAU
JAN 27 1944
DEPARTMENT OF LABOR

_____

_____

Prepare reply for Secretary's signature
✓ ~~For~~ direct reply
Furnish Secretary with copy of reply
For attention
For your information
For memo
For approval
For initials
For file
For signature

Return to_____

*Remarks*_____

_____

368

February 11, 1944

Miss Ruth P. Waca
Supervisor of Women
Tampa Shipbuilding Comany, Inc.
Tampa 1, Florida

War file

Dear Miss Waca:

Your letter to Mrs. Newman was referred to me for reply.

The job of educating the women who work near welding and burning operations to be aware of the hazards involved and to protect themselves properly, is part of the necessary plant-wide safety program. It is indeed hard to make inexperienced workers safety-conscious; but it is very important to do so.

You may find useful the enclosed typed outline which suggests ways of handling some of the problems of women workers. I enclose also a pamphlet recently issued on the work of women counselors, which may be of interest to you.

Yours sincerely,

Jennie Mohr,
Associate Industrial Economist

JM:ml

Enclosures

TAMPA SHIPBUILDING COMPANY
INCORPORATED
TAMPA 1, FLORIDA

G. B. HOWELL, PRESIDENT
P. B. BRILL, VICE-PRES. & GEN. MGR.
WALTON HICKS, VICE-PRESIDENT
J. W. GRAY, SECRETARY-TREASURER
B. C. STAFFORD, ASST. SEC'Y & ASST. TREAS.

CABLE ADDRESS:
"SHIPBLDG."

230 PARK AVENUE
NEW YORK 17, N. Y.
MURRAY HILL 4-0587

ROOM 2022
135 SO. LA SALLE STREET
CHICAGO 3, ILL.
TEL. STATE 0960

ROOM 1315 N.B.C. BLDG.
815 SUPERIOR AVE. EAST
CLEVELAND 14, OHIO
TEL. CHERRY 5690

February 7, 1944

WOMEN'S BUREAU
FEB 9 1944
DEPARTMENT OF LABOR

Miss Dorothy Newman,
Associate Economic Analyst,
U.S. Department of Labor,
Women's Bureau,
Washington 25, D.C.

My Dear Miss Newman:

At the time Miss Ziegler visited our Shipyard, I was concerned with the need for working garments suitable for women welders in the summertime.

I am happy to report that our women welders are one of the most conscientious groups, as far as clothing and safety consciousness are concerned. We have found that our heavier work clothing proves as practical in summer as in winter. Working in the hot sun, as many of them do, the heavier materials not only protect them from the welding burns, but the sunburns as well.

My greater concern today, is with the labor groups we have hired as cleaners and helpers in the various crafts. It is harder to convince these untrained women, that it is just as important to be safety conscious near the welders, burners, and machine operators as it is for the group itself.

I am happy to receive any suggestions or information concerning women. I have found many of the suggestions from the Women's Bureau helpful, and am happy to answer any questions which might be helpful to you.

Sincerely yours,

Ruth P. Waca

Ruth P. Waca,
Supervisor of Women.

RPW:ib

368

January 21, 1944.

Miss Ruth Waca, Women's Supervisor
Tampa Shipbuilding Company,
Tampa, Florida

My dear Miss Waca:

When Miss Martha J. Ziegler of our field staff visited you in the fall of last year you were then concerned with the need for developing safe but comfortable work garments for women welders to wear in the summer months.

We are very much interested to know the results of your exploration of this problem. If you have found a successful solution, it would be of great interest and value to other shipbuilders.

Thank you very much for your kind interest and cooperation.

Very sincerely yours,

Dorothy K. Newman.
Associate Economic Analyst.

DKN/nb

306

February 4, 1944

Mr. Jennings Rehwinkel
572 East Call Street
Tallahassee, Florida

Warfle

My dear Mr. Rehwinkel,

I have received copy of your letter to the Secretary of Labor, and she has asked us to acknowledge the original one sent to her.

I regret that the title of my article did not prove to be adequate in defining the scope of it. All I was talking about were the women who were employed, and by no means should it be inferred I had forgotten about the women who were valiantly and courageously carrying on in raising children and keeping the home life as happy as possible in the absence of the husband and father away at training camp or at war. The Women's Bureau made a very definite statement, at the time the factories were demanding more employees to meet the production quotas, in the early part of the defense period, that women with young children should not be recruited. It is interesting to note that no net expansion has occurred in the labor force of the country among women between 20 and 30 years of age, in this war period, the reason given by the War Manpower Commission being that the women not already employed, in these ages, have child-care responsibilities, and the increase up to 35 years of age is insignificant. Many women with children, however, were already at work, and I suppose we can look to having more of them seeking jobs when the tragedy of war is brought home to them as widows or wives of disabled heroes. I am sending a statement regarding post-war employment of women which discusses the points we think important.

Sincerely yours,

Mary V. Robinson, Chief
Information Division

rfn

ROUTING SLIP
Office of the Secretary

To--

Mr. Amis
~~Miss Anderson~~
Mrs. Beyer
Mr. Demorest
Mr. Dodson
Mr. FitzGerald
Mr. Hinrichs
Miss Jay
Miss LaDame
Miss Lenroot
Mr. Lubin
Mr. Maggs
Mr. McComb
Miss Perkins
Mr. Smith (Personnel)
Mr. Steelman
Miss Thompson
Mr. Tracy
Mr. Walling
Mr. Zimmer

WOMEN'S BUREAU
JAN 12 1944
DEPARTMENT OF LABOR

_____

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Prepare reply for Secretary's signature
For direct reply
Furnish Secretary with copy of reply
For attention
For your information
For memo
For approval
For initials
For file
For signature

Return to_____

*Remarks*_____

_____

RECEIVED
OFFICE OF SECRETARY OF LABOR
JAN 12 1944
AM 9|10|11|12|1|2|3|4|5|6 PM

572 E. Call Street
Tallahassee, Florida
January 8, 1943

WOMEN'S BUREAU
JAN 12 1944
DEPARTMENT OF LABOR

Miss Frances Perkins, Secretary
United States Department of Labor
Washington, D. C.

Dear Miss Perkins:

I have before me a pamphlet entitled, WOMAN WORKERS IN TWO WARS, by Mary Robinson, U. S. Women's Bureau.

I have read this pamphlet closely, but fail to find where the author gives to women credit for their greatest contribution to the two wars. The greatest contribution (without a doubt) that women have given to both wars is the soldiers, saliors, marines, etc. that they have born, nurtured and reared. If it were not for this contribution of women all other contributions of women and men would be useless indeed.

The crux of this is that if women continue to take their place in industry at ever increasing numbers with equal pay to encourage them, the future wars will be short of soldiers and other servicemen, as well as all man and woman power and our country will be overwhelmed by those peoples who see the light of over-all social well-being and provide a wmoanhood dedicated to home and motherhood and rearing of children, and not dedicated to life in an industrial plant.

Of course, Miss Robinson, and others, will say that women will take time out to bear children, or that they will return to homes and motherhood after the stress of war is gone. This is only a pipe dream. If women are employed at equal wages with men, and at ever increasing numbers as Miss Robinson seems to encourage, it will be impossible to get enough women to give up those good wages to become mothers in any true sense of the term MOTHER.

I believe in justice to women just as heartily as any in the Women's Bureau, but I am aware that a nation that goes "all-out" for women in industry will inevitably perish in the end,-and not too distant future. This fact is unanswerable.

I sincerely hope your department will take cognizance of the facts given and work for the future of our nation and not entirely for the present generation. I invite reply to my views in the matter.

Respectfully
Jennings Rehwinkel

CC:Miss Robinson.

Jennings Rehwinkel.

362

January 20, 1944

Miss Myrtle Cain
Twin City Ordnance Plant
New Brighton, Minnesota

Dear Myrtle:

Miss Anderson is out of town to-day so I am taking it upon myself to answer your letter. Enclosed are selected press releases on 1943 WLB cases involving "equal pay." We are not sending 1942 cases as your letter states you have the National Industrial Conference Board report for January 1943 which covers the 1942 cases.

Your letter indicates that you are not getting very far with some of the company representatives. Have you considered the advisability of asking the union to bring a dispute case before the WLB to settle this question. You will note in the enclosed WLB cases, the Board has simply issued Directive Orders directing the parties to put the "equal pay" principle into effect without at the same time designating the individuals or jobs to which the order is to apply. However, if the parties request it, the Board usually will appoint an arbitrator who will go into the situation thoroughly and make recommendations on specific jobs. Having the case handled through arbitration might expedite obtaining equal wage rates for women performing the same work as men.

As for making "equal pay" retroactive, this was ordered by the WLB in the Five Minneapolis Department Stores case, August 4, 1943. (See enclosed release.) In this case, which was one involving the replacement of men by women, the date set for beginning "equal pay" was he expiration of the date of the contract, except for women who replaced men subsequent to that date, in which latter case it was the date of replacement. The Board's general policy regarding retroactive pay is as follows: (Release B-1004, September 24, 1943): (1) use the date agreed on by the parties or the date of expiration of the previous contract; (2) if no such agreement or previous agreements, use date ~~datax~~ of certification by the U. S. Conciliation Service or of assumption of jurisdiction by the WLB; but (3) the Board may select some other date if it seems appropriate.

I have been planning to write both you and Mrs. Day but seem to do nothing but plan. Enjoyed Mrs. Day's "ditty" on the consultants. We had many laughs from it. I've showed it to some of the agents in for a staff conference. Have, also, passed her letter to the Michigan woman on your child care clearing plan around.

With best wishes,

Sincerely,

Ethel Erickson.

Twin Cities Ordnance Plant, New Brighton, Minn

Labor Relations Div. Room 103
Bldg. 1001

WOMEN'S BUREAU
DEPARTMENT OF LABOR

Dear Miss Anderson:

I am writing you since I am not sure that Ethel Erickson is in Washington at the moment and since this matter I am writing about requires immediate attention.
It has to do with the Tool and Gage Inspectors(women) in bldg.112).
Miss Erickson made the survey while she was here and the recommendation she made was approved by the Rating committee and had gone to the legal dept. when they decided to streamline the dept and eliminated the classifications of T and G inspectors 1.and Process Inspectors(11) the women. So a number of men and all the women were taken out of the dept.
About 11 of tool and gage inspectors 11 have been left on.
About five of the women were transferred to other depts.within the plant and the rest elected to take releases.
The question of retroactive pay has been a live issue in this case for some time and the Machinists union who has jurisidiction in the case immediately got busy on the back pay issue as soon as the women were out. Mr.Niles the business representative of the Machinists went up to see Mr.Horn and Mr.Horn called me on the phone after he had talked with Niles and asked me to read him everything I had on the case including Ethels report which I did,simply to refresh his memory on the matter.After that he called Mr.Ehlen and instructed him to call a meeting for the afternoon with himself and Mr.Elsberg and O.Sell Niles and myself to decide about a retroactive date.Since Ethel's report was dated Aug.6th,they decided on Aug.15th as the date they would go back to.

Our legal dept.in the person of McManigal (Ethel knows all these people) was instructed to prepare the application. He came into my office Sat.morning and wanted to know if I had any of the WLB decisions on the comparable work angle in my possession but I only had a few,those that appeared in the Management Board,conference board I believe it is,last Jan. but no others. He wanted me to try to get some as quickly as possible and I promised I would write you to learn if there were any in your office.
The difficulty in this case is that the heads of the dept.involved will persist in denying that the women were doing the same work altho the women themselves insist that they were and I believe Ethel was of the opinion also that they did but since the dept.heads are not enthusiastic about paying women the same rate even when they do the same work,we have had their opposition from the begining. There has been a 50¢ an hour differential in the pay and they have a goodly amount of back pay coming even dating it back to Aug.15th.

I am enclosing this information in case Ethel is there,she will be interested to know about the progress of the case. Some members of our legal dept.have been in Philadelphia for a few days meeting with Dr.Abersol.
If you have anything on the decisions I will be very glad to get them or if you can pass on any information where they would be available we would be glad to know about that.Thank you so very much for all the help your dept.has given us. We appreciated Ethels help no end.It was great to have herhere.

Yours cordially,

Myrtle A. Cain

229

January 20, 1944

Mrs. Walter Lloyd
12 Lloyd Road
Montclair, New Jersey

War file

My dear Mrs. Lloyd,

Your letter to the Secretary of Labor has been referred to the Women's Bureau, and I want to assure you that we are well aware of the seriousness of the lack of domestic help in the various war-industrial areas in the country; in some sections, it has always been difficult to get. I am not sure however how well your suggestion to use the Mexican or Jamaican women members of the families being brought in for agricultural labor would work out. I believe it was tried in one or two instances, and the housewives reported they would rather go on doing their own work, since these Mexican or Jamaican women did not know how to housekeep according to our standards, and in view of their lack of familiarity with our language or our methods of marketing, cleaning, and so on, the matter of training them was almost insurmountable. Some Japanese American-born women have been used for domestic help, and the War Relocation Authority could let you know about any further plans in this respect (address, Barr Building, Washington, D.C.).

Sincerely yours,

Mary Anderson, Director

rfn

ROUTING SLIP
Office of the Secretary

To--

Mr. Amis
Miss Anderson
Mrs. Beyer
Mr. Demorest
Mr. Dodson
Mr. FitzGerald
Mr. Hinrichs
Miss Jay
Miss LaDame
Miss Lenroot
Mr. Lubin
Mr. Maggs
Mr. McComb
Miss Perkins
Mr. Smith (Personnel)
Mr. Steelman
Miss Thompson
Mr. Tracy
Mr. Walling
Mr. Zimmer

WOMEN'S BUREAU
JAN 17 1944
DEPARTMENT OF LABOR

_____

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Prepare reply for Secretary's signature
For direct reply
Furnish Secretary with copy of reply
For attention
For your information
For memo
For approval
For initials
For file
For signature

Return to_____

*Remarks*_____

_____

12 Lloyd Road

Montclair N. J.

Sec'tary of Labor –

Dear Madam –

There has just been a notice in the Times that Mexican labor has been put to work on the N. Y. N. H & H. R.R. – last summer Jamaicans were at work in the fields of New Jersey – It is not possible for House wives to have some help. Young Mothers are so handicapped

with Americans servantless homes.

We hear of thousands of Japanese born woman - loyal to U.S.A.

Can we not get some of these women to help out in our homes.

I have heard it suggested I would like to hear more details on this subject - Please think this servantless homes problem over - In our congested areas where it takes hours to shop - it is a very serious matter — especially for the

Yours & the really old -

Sincerely yours

Marion B. Lloyd

Mrs Walter Lloyd.

Jan. 14 - 1944.

387

January 12, 1944

Miss Mabel E. Walker
2277 Mulholland Drive
Hollywood 28, California

War file

My dear Miss Walker,

The poster sent with your letter of December 28th is, to my mind, not a recruitment poster but a rather dramatic way of calling attention to the fact that shipments are not always properly addressed and asking that the proper detailed information show on the address label. Since your firm is a subcontractor doing business with Lockheed, it apparently is one of those whose shipments have gone astray at Factory "A" because not sufficiently addressed.

In any case, it is distasteful to use such themes as sweater girls and "wolves" - there is no particular point in illustrating slogans or messages in this fashion as it offends most women to see these pictures. I don't know what we can do about it; some of the government posters are not above criticism, either. We are not consulted, however, and I can only hope there will be less of it.

Sincerely yours,

Mary Anderson, Director

rfn

Burbank, Calif
December 28th, 1943

Miss Mary Anderson,
Womans Division Dept. of Labor
Washington, D. C,

Dear Miss Anderson:

I work for a sub-contractor doing business with the various airplane companies and we have recently been receiving the enclosed work of art in our mail from Lockheed.

WOMEN'S BUREAU
DEC 30 1943
DEPARTMENT OF LABOR

What do you think they are trying to convey?
The type of men employed there?
What women can expect if they work there?
Do they have so much money that they can spend it on this class of advertising?
Is their advertising dept. run by morons or low minded people?
Or what?

With airplane companies complaining about women quitting their jobs in such numbers I would think they would try to get out ads that would be an inducement for women to work there, that is women of good character. This is for your information only. I do not hesitate to sign my name as I know it will be kept confidential.

I wrote you once before commending you on your stand for the employment of older women and thank you for your reply.

Yours very truly,

Mabel E Walker

7217 Mulholland Drive,
Hollywood 28, Calif.



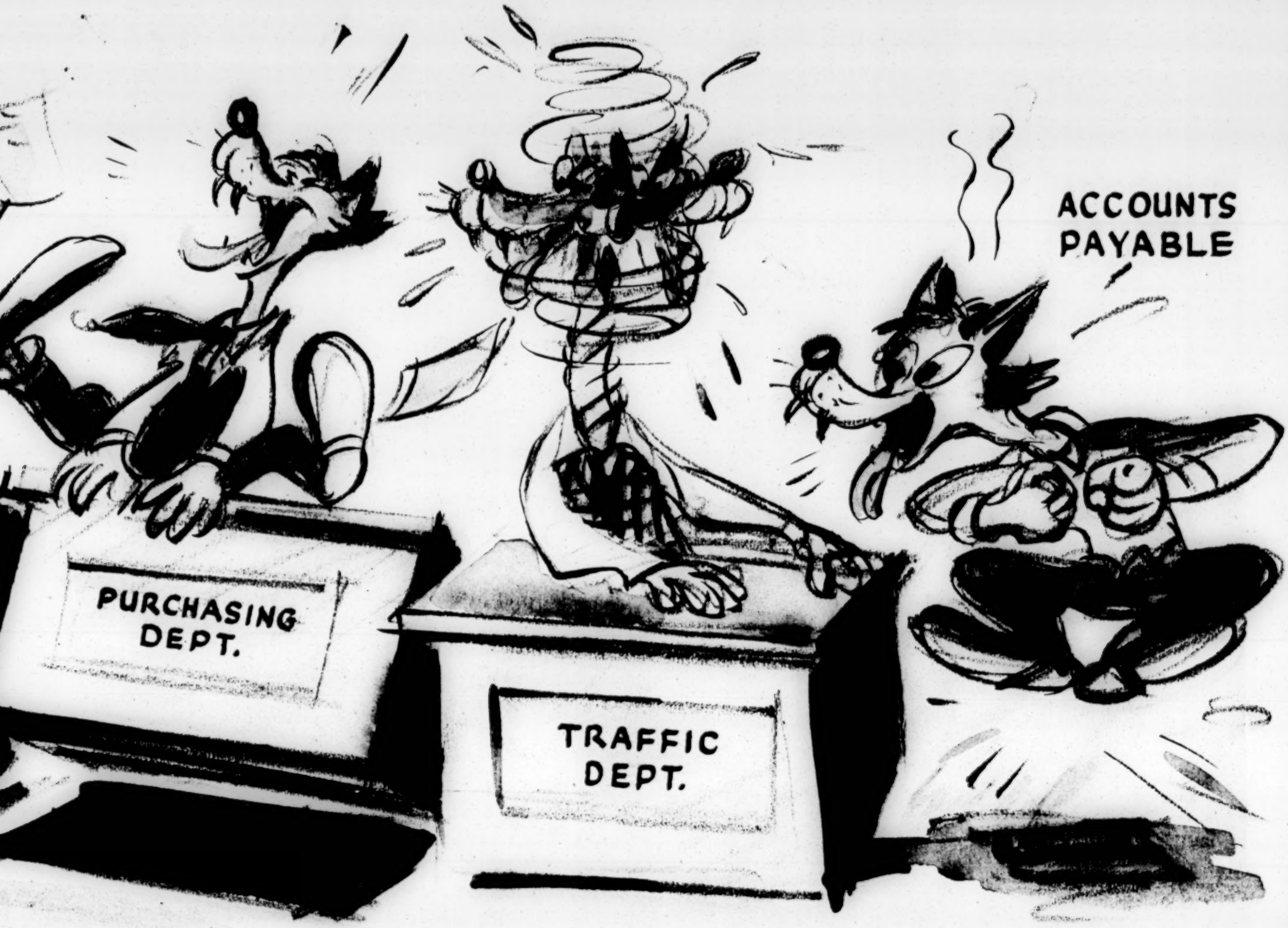
RECEIVING DEPT.

Nothing

NEW FORM

SPECIMEN STENCIL

FACTORY "A"
LOCKHEED AIRCRAFT CORPORATION
WHSE. OR PLANT NO.
ADDRESS:
P. O. NO.



UPSETS THE CALM

OF FACTORY "A"

LOCKHEED AIRCRAFT CORPORATION

AS MUCH AS

MIS-DIRECTED SHIPMENTS

279

Files

Govt.

November 16, 1945

Miss Irene Staps
Administrative Assistant
Division for Information
Office of War Mobilization and Reconversion
Lafayette Building
814 - 15th Street, N. W.
Washington, D. C.

My dear Miss Staps:

Thank you very much for the copy of the confidential report entitled "Facts Relating to Wage-Price Policy," sent in response to my request of November 9. You may be sure the material will be regarded as confidential.

Sincerely yours,

FSM:MLP:MMG

Frieda S. Miller, Director

MJB

OFFICE OF WAR MOBILIZATION AND RECONVERSION
WASHINGTON, D. C.

November 15, 1945

WOMEN'S BUREAU
NOV 16 1945
DEPT. OF LABOR

Miss Frieda S. Miller
Director
Women's Bureau
Department of Labor
14th and Constitution Avenue
Washington 25, D. C.

Dear Miss Miller:

In accordance with your recent request, there is enclosed a copy of the confidential memorandum submitted to the Advisory Board for its use in considering the problems involved.

It is requested that this memorandum be kept confidential.

Very truly yours,

Irene Staps

Irene Staps
Administrative Assistant
Division for Information

Enclosure

November 9, 1945

Mr. Robert Nathan
Office of War Mobilization and Reconversion
LaFayette Building
814 - 15th Street, N. W.
Washington, D. C.

My dear Mr. Nathan:

A short time ago I talked with you on the telephone about the possibility of getting a copy of a report on profits of manufacturing corporations prepared for the Reconversion Advisory Board. Your office later referred me to Mr. Hyde who stated that the report was not intended for public distribution and that the appropriate procedure would be to address a letter to you, explaining the purposes for which this report would be used.

Of course, I would not want to use this material in any public way, or to quote it, and would regard it as confidential background material. As you know, the Women's Bureau is vitally interested in all the complex questions relating to the level of wages, particularly women's wages, that are arising in connection with both State and Federal legislation, such as minimum wage and equal pay. It is vitally important to us to know what the financial impact of such legislation would be on industry and the degree to which industry could afford the adjustments necessarily attendant on such legislation. Any material that we might use as background, that we could assimilate into our own thinking as a general guide, would be most helpful. Owing to our small professional staff, we are unable ourselves to do general economic studies and must therefore rely on other government agencies for material of this sort.

If you would be willing to trust me with a copy of this document, I should like very much to have it. If there are insufficient copies to give away, possibly you would be willing to loan me a copy for a short period. Whatever you can arrange on this matter will be deeply appreciated.

Sincerely yours,

FSM:MLP:MNC

Frieda S. Miller, Director

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Miss Plunkett DATE: Nov. 1, 1945

FROM : IHS

SUBJECT: Notes for letter to Mr. Nathan

We are interested in all the complex questions relating to the level of women's wage rates that are arising both in connection with State and Federal legislation - comes up in connection with Minimum Wage, with State Equal Pay and what it costs to make those adjustments with the Federal Bill; that we are quite conscious of the fact that he has said this must be confidential but background material which you can assimilate into your own thinking and use as guide posts is very helpful, since we have no staff to do general economic work that is involved. If he would be willing to trust us for discreet assimilation, we would appreciate very much the opportunity.

Profits Rise Under Higher Pay In '46 Forecast by OWMR Experts

By The Associated Press.

WASHINGTON, Oct. 24—Government economists forecast higher factory profits in 1946 than in any war year, even if wage rates are increased to keep average hourly earnings at last April's wartime level.

Figures indicating profits of manufacturing corporations in 1946 would be at $6,300,000,000 after payment of taxes, were submitted today to the Reconversion Advisory Board to assist in its study of a national wage-price policy.

They were prepared by economists of the Office of War Mobilization and Reconversion, at the request of the advisory group. Members of this board conferred with President Truman, after debating the wage-price question in a special session in the White House.

OWMR officials said "no decisions were reached and no position taken" by the advisory board, which is cimposed of public representatives and spokesmen for labor, management and agriculture.

The wage and price statistics offered for consideration were not officially made public, but it was learned that they indicated:

That the take-home pay of the average factory worker with one dependent in 1946 will have 10 per cent less purchasing power, after taxes are paid, than his earnings in January, 1941.

That the ability of management to pay higher wage rates in 1946 will be improved by certain measurable declines in costs, although some other cost factors which can-

Continued on Page 14, Column 4

When You Think of Writing Think of Whiting.—Advt.

TO HOLD YOU SPELLBOUND! David O. Selznick presents Ingrid Bergman and Gregory Peck in Alfred Hitchcock's 'SPELLBOUND!' WORLD PREMIERE, Astor Theatre, Thurs., Nov. 1st!—Advt.

SAY PROFITS RISE UNDER HIGHER PAY

Continued From Page 1

not be measured might alter this ability.

That, based on the measurable factors only, wage-rate increases averaging about 24 per cent could be offset by the dropping of overtime payments, "up-graded" wages and the excess profits tax.

The latter estimate was carefully qualified. The ecomonists noted that it was impossible to gauge the effect on profits of the following problems connected with the switchover to civilian goods:

The replacement of profitable wartime lines with lower-profit civilian goods; the necessity of breaking in green and inefficient workers; the low rate of output during the early stages of reconversion and a decline in total volume of output in some industries.

On the other hand, the Government economists forecast that large increases in productivity would occur which, in many cases, would permit payment of higher wages.

The reports emphasized that there were striking differences in costs and profits from industry to industry, so that the averages used would help only in formulating a national policy, not in solving the wage problem of any specific industry.

The decline in earnings for the average worker during 1946 will be accompanied by unemployment and a total loss of earnings for about 8,000,000 persons by next spring, the study predicted. At the same time the total national output will drop from its wartime rate of $206,000,000,000 to $165,000,000,000 or somewhat less as military production declines.

CHEST COLDS



Act promptly to relieve muscular soreness and tightness, fits of coughing in the night. Tonight, at bedtime, rub on time-tested VICKS VAPORUB

make them.

These taxes include those on sporting goods, gas, oil and electric appliances, business machines and photographic apparatus, on which the saving to consumers would total $70,000,000.

If, on the other hand, the House should abandon its decision to cut back to their 1942 levels the wartime excises on which it acted, the Senate's conditional reduction would not be operative.

The Vandenberg proposal for $85,000,000 of tax relief to small business in 1945, however, was adopted without reservations. It dealt with exemptions from excess-profits taxes, but in such a way as to freeze out corporations which had built up large unused excess-profits tax credits.

It provided a specific exemption of $10,000, as is now the law, and directed that in the case of a corporation the excess-profits credit of which was less than $15,000 the specific exemption should be an amount equal to the excess of $25,000 over the amount of the excess-profits credit.

"Big Business" Is Excluded

In this way, it was stressed, the increasing of the excess-profits tax exemption from the present $10,000 to $25,000, which Congress approved earlier this year for application as of Jan. 1, would apply this year in so far as small busi-

[illegible] Republican of Illinois, under which a recent modification of Treasury regulations dealing with payment of wages in excess of those prescribed by Federal control agencies would have been written into law.

Senator Brooks argued that when, under present law, a business, intentionally or not, granted a wage increase in excess of the allowance of the control agencies the entire pay of those affected could be denied as a deduction for tax purposes for the duration of the increase, regardless of how small the wage rise might be.

Would Be Retroactive to 1942

His amendment sought to make the non-deductible item only the extent to which wages had been increased. The amendment further would have made the effect of this change retroactive to October, 1942, when the stabilization legislation was enacted.

Debate brought out that the Treasury within the last few days had modified its regulations in a



FRIENDS

develop in the informal Berlitz classroom. New interests grow fast. Spanish. French. Italian. etc.

630 Fifth Ave. (at 50th St.) Circle 6-1416

BERLITZ

Dr. William T. Walsh, lecturer and author, answering Mr. Laski's charge that the Catholic Church in Spain is "a rich monopolist," described the latter's statement as a rehash of a slander that has been made against that country for the last 400 years.

[From Late Edition of Yesterday's Times.]

BRAZIL AFFIRMS ELECTION

Minister of War Says Armed Forces Favor Original Date

RIO DE JANEIRO, Oct. 23 (U.P.)—Presidential elections will be held on Dec. 2, as originally scheduled, War Minister Gen. Aurelio Goes Monteiro said tonight, emphasizing that this was the desire of the armed forces.

Previously, it was reported that President Getulio Vargas was prepared to issue a decree canceling the Presidential elections, calling instead for the election of a constituent convention, and to hand over the Government to a triumvirate of the War, Navy and Air Ministers. It was reported tonight that labor elements favoring a constituent convention rather than Presidential elections were organizing a general strike for Friday as a show of strength.

[illegible] Newspaper Alliance.

WASHINGTON, Oct. 23—M[illegible] Harry S. Truman has opened t[illegible] doors of the formal Greek room [illegible] a Monday morning Spanish cla[illegible] which boasts such other big name[illegible] as Mrs. James F. Byrnes and Mr[illegible] Robert Patterson, Cabinet wive[illegible] and Mrs. Dwight D. Eisenhower.

"Mrs. Truman is an excelle[illegible] language student and she says sh[illegible] is going to stick to her Spanis[illegible] course," declares Senor Ramo[illegible] Ramos, a Cuban, the instructo[illegible] "She is very much interested in th[illegible] Latin-American countries."

The class originally was sched[illegible] uled at a Washington hotel but th[illegible] appearance of the first lady cause[illegible] so much commotion that she in[illegible] vited the group to the Whit[illegible] House, according to report. Th[illegible] second meeting in the thirty-two[illegible] week course is set for next Mon[illegible] day at 11 o'clock.

[From Late Edition of Yesterday's Times.]

Dunton Heads Canadian Radio

OTTAWA, Oct. 23 (Canadian Press)—A. Davidson Dunton, editor of The Montreal Standard and former general manager of the former Wartime Information Board, has been appointed first full-time chairman of the Canadian Broadcasting Corporation, Acting Prime Minister J. L. Ilsley said today.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Wm Pennell DATE: 10/25

FROM : ~~JJP~~

SUBJECT: att.

Letter re Ireland, Mrs Hutton said she'd send back to Bell re what he would give me - suggest he's trying to make a suggestion for me - Shall I write to Bell?

~~Files~~
279

OFFICE OF WAR MOBILIZATION
RETRAINING AND REEMPLOYMENT ADMINISTRATION
WASHINGTON 25, D. C.

September 11, 1944.



Miss Frieda S. Miller, Director,
Office of the Secretary,
Department of Labor,
Washington, D. C.

Dear Miss Miller:

Thank you very much for sending me an outline of the information currently available, or being assembled by the Women's Bureau regarding women workers and their employment problems. I appreciate your offering the Retraining and Reemployment Administration access to these data; they will, I am sure, be very helpful in any future considerations or discussions of the employment of women.

In accordance with your request, I shall be glad to advise you of any reports I may receive regarding actual practices in the retraining and reemployment of women veterans.

Sincerely yours,

Frank T. Hines

FRANK T. HINES,
Administrator.

Files Manning

279

OFFICE OF WAR MOBILIZATION AND RECONVERSION
WASHINGTON, D. C.



February 5, 1945



Miss Frieda S. Miller
Director, Women's Bureau
U. S. Department of Labor
Washington 25, D. C.

Dear Miss Miller:

Thank you very much for Mr. Norback's report. I shall study it at the earliest opportunity, and you can rest assured its confidential character will be respected.

Sincerely yours,

William Haber

William Haber

CROSS REFERENCE SHEET

Name or Subject | File No.

Office of War Mobilization - - 279
& Reconversion

Regarding | Date

Letter to G. E. Ramsey.
re survey in Clayton - Springfield
Ohio, area.

Mar 12, 1945.

SEE

Name or Subject | File No.

Budget Bureau - - - - 51

File cross reference form under name or subject at top of the sheet and by the latest date of papers. Describe matter for identification purposes. The papers, themselves should be filed under name or subject after "SEE."

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~~Martha~~ 349

~~Appointments~~

Files



IN REPLY REFER TO:

w.w. file

UNITED STATES GOVERNMENT

SMALLER WAR PLANTS CORPORATION

350 Fifth Avenue
New York 1, N.Y.

August 22, 1945



Miss Frieda S. Miller
Director, Women's Bureau
U. S. Department of Labor
Washington 25, D. C.

Re: 2 Ro-466-PERS

Dear Miss Miller:

Thank you for your letter of August 20, in reply to our inquiry regarding benefits from distribution of clean work clothes to employees.

Your comments will be forwarded to our inquirer who, we know, will appreciate this information.

Very truly yours,

Fred W. Moe

Fred W. Moe
Regional Technical Consultant

349

war file

August 20, 1945

Mr. Fred W. Moe
Regional Technical Consultant
Smaller War Plants Corporation
350 Fifth Avenue
New York 1, New York

Dear Mr. Moe:

Your inquiry of August 10 to Mr. Hinrichs of the Bureau of Labor Statistics has been referred to the Women's Bureau for reply.

Our plant surveys show that a number of firms either provide laundry services on the premises or arrange for such services for the care of employees' uniforms. The service is sometime free, and sometimes the employees are charged part or all of the costs. For the most part, the service is found in plants in which special safety or sanitation factors exist, such as ordnance plants, in which special powder uniforms are required and must be kept free from the accumulation of powder, or in food processing plants.

Where special types of clothing are required because of the character of the work, there is no doubt that morale, safety, health and efficiency are aided when the employer assumes some or all of the responsibility of keeping such clothing laundered. Additional expense incurred because of this requirement must, under both the Federal Fair Labor Standards Act and many State minimum wage orders, be considered part of the employer's operating expenses and may not be charged against the employee.

Sincerely yours,

Frieda S. Miller, Director

Inf. Div.
FSM/[illegible]/c
cc gen. files
information division

Files
349
Letter already on way

UNITED STATES GOVERNMENT
SMALLER WAR PLANTS CORPORATION
REGIONAL OFFICE (2)
350 FIFTH AVENUE
NEW YORK 1, N. Y.

OFFICE OF REGIONAL DIRECTOR

August 10, 1945

IN REPLY REFER TO:

Recd by BLS Aug 14.

Mr. A. F. Hinrichs
Acting Commissioner of Labor Statistics
U. S. Department of Labor
Washington, D. C.

Re: 2 Ro-466-PERS

My dear Mr. Hinrichs:

The Technical Advisory Service of the Smaller War Plants Corporation (a Federal Agency created by Congress under the Small Business Act) is again seeking your valued assistance.

A manufacturer in this area has sent us the inquiry quoted in the attached memorandum.

A reply at your earliest convenience will be appreciated. An addressed envelope is enclosed for your convenience.

Very truly yours,

Fred W. Moe

Fred W. Moe
Regional Technical Consultant

Labor Standards Division

Enclosures (2)



RECEIVED
AUG 13 1945
BUREAU OF
LABOR STATISTICS
No. 8

2-19-0394

INQUIRY

RE: 2 Ro-466-PERS

From an industrial laundry in the Rochester, N. Y., area -

"Can you obtain information on benefits to employees' morale, health, safety, or efficiency derived from:

(1) Industrial plants renting and periodically furnishing employees with clean work clothes or uniforms.

(2) Industrial plants furnishing suitable means and facilities for collection of soiled work clothes and distribution of clean, where the:

a. Employee pays for such service
b. Employee shares the cost of such service with management
c. Management pays for such service with possible maximum limitations."

Granted 8/1

Smaller War Plants Corporation
Technical Advisory Service

213

August 11, 1945

Warfield - gen

Mrs. D. M. Lieberman
1429 Carroll Street
Brooklyn 13, New York

Dear Mrs. Lieberman:

There is no law regulating the hours of work of civilian employees of the War Department. State laws do not apply to Federal government workers. Early in the war period various government agencies, including the War and Navy Departments, gave approval to a 48-hour week as the best standard to be observed, but exceptions to this have taken place due to demands in the war emergency.

I cannot believe that a 24-hour stretch around the clock could be asked of any employee except in most unusual emergency. If you wish to report further details of an instance when this occurred, I suggest you write to Mr. William D. Kushnick, Director of Civilian Personnel and Training, Office of Secretary of War, Washington 25,D.C.

Sincerely yours,

Frieda S. Miller, Director

FSM/RN-c
cc gen. files
nyswander

Labor Dept Aug 4/45

Gentlemen.

Will you kindly inform me if it is permissable for a woman civilian employee to work a stretch of 22 or 24 hours around the clock in any office of the War Dept.

Thank you for a prompt reply.

RECEIVED LABOR
Mail Clerk
AUG 1945
AM 9 10 11 12 PM 1 2 3 4 5 6

Respectfully

Mrs D M Lieberman
1429 Carroll St
Bklyn 13 N Y

Files 349

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

SMALLER WAR PLANTS CORPORATION
WASHINGTON 25, D. C.

IN REPLY REFER TO:
war file

June 30, 1945

Mrs. R. F. Nyswander
Womens Bureau
Information Division
U.S. Dept. of Labor

Dear Mrs. Nyswander:

We are enclosing our booklet "World Program for Exchanging Technical Information", which we hope will be of some assistance to you, and our INDEX.

Sincerely yours,

Orville T. Colby

Orville T. Colby, Chief
Technical Advisory Service

Enclosure:

338
Files

May 10, 1945

War file

Mrs. Alene Briggs Brown
Personnel Officer for Women
Number 4 Yard
Sun Shipbuilding and Dry Dock Company
Chester, Pennsylvania

Dear Mrs. Brown:

Thank you so much for your letter of May 7, with its assurance that it will be possible for me to make the 10:10 p.m. train to New York, at 30th Street Station, Sunday evening.

Your kindness in offering to meet me at the station is very much appreciated. However, I have some other appointments on coming in, and if it is all right with you, I think I can manage to be at Saint Matthews A.M.E. Church, 57th and Summer Streets, in good time for the 8:00 o'clock program.

Sincerely yours,

Frieda S. Miller, Director

IS

FORM 224

SUN SHIPBUILDING & DRY DOCK CO.
CHESTER, PA.

WOMEN'S BUREAU
MAY 8 - 1945
DEPARTMENT OF LABOR

May 7, 1945

Miss Frieda S. Miller, Director
Women's Bureau
United States Department of Labor
Washington 25, D. C.

Dear Miss Miller:

Your letter of May 5 received.

It is our plan to begin the program of the 20th promptly at 8:00 P.M. The program is not a lengthy one; therefore we should easily make the 10:10 P.M. at the 30th Street Station. However we can easily watch our time during the evening and if it appears, as the program progresses, that our time is running short we can easily shift you from the place originally intended on the program for an earlier appearance during the evening. Rest assured we will see that you make the 10:10 P.M. at 30th Street Station.

We sincerely appreciate your graciousness in accepting the change in time. It was with great hesitancy that I suggested the change, but I realized the inadvisability of holding a program at the same hour a memorial for our beloved late President Roosevelt was being held. Our plans were already made prior to the plans for the memorial, but as soon as we read of the plans for the memorial, knowing of the many, many persons who would wish to attend those services we thought it wise to change our plans. Again I say, it is indeed gracious of you to rearrange your schedule to meet our request.

The program is being held at Saint Matthews A.M.E. Church, corner 57th and Summer Streets, Philadelphia, Pennsylvania. If you let us know the scheduled time of your arrival we can meet you at the 30th Street Station.

We look forward to meeting you and to hearing from you about post-war trends, in shipbuilding and other areas of work as you see them as they affect women and especially Negro women.

If you have any other questions do not hesitate to write.

Most sincerely,

Alene Briggs Brown

(Mrs.) Alene Briggs Brown
Personnel Officer for Women
Number 4 Yard
Sun Shipbuilding and
Dry Dock Company

ABB: BS

May 5, 1945

Mrs. Alene Briggs Brown
Personnel Officer for Women
Number 4 Yard
Sun Shipbuilding and Dry Dock Co.
Chester, Pennsylvania

Dear Mrs. Brown:

I have checked on the Philadelphia arrangements and find I have to be in New York the next morning.

It would really make a lot of difference in my plans if I could get the train for New York that leaves 30th Street at 10:10 p.m., or the North Philadelphia Station at 10:20 p.m., and I am hoping that some means of transportation can be provided so that I could make that train. Will you let me know whether, from your knowledge of the program plans, you think this will be possible?

Answered by c 11:50 pm

Sincerely yours,

Frieda S. Miller, Director

IS

April 21, 1945

Mrs. Alene Briggs Brown
Personnel Officer for Women
Number 4 Yard
Sun Shipbuilding and Dry Dock Co.
Chester, Pa.

Dear Mrs. Brown:

As I wired you this afternoon, I shall be very glad to participate in the tea and program you are arranging in observation of the second anniversary of the launching of the S.S. Marine Eagle, on the afternoon of May 20, in Philadelphia.

There will be no expense to you involved in my coming.

Sincerely yours,

Frieda S. Miller, Director

IS

STANDARD FORM NO. 14
APPROVED BY THE PRESIDENT
MARCH 10, 1926

TELEGRAM

OFFICIAL BUSINESS—GOVERNMENT RATES

FROM Labor Dept.

BUREAU Women's

CHG. APPROPRIATION Salaries & Expenses

U. S. GOVERNMENT PRINTING OFFICE 10—1723

April 21, 1945

Mrs. Alene Briggs Brown
Personnel Officer for Women
Number 4 Yard
Sun Shipbuilding and Dry Dock Co.
Chester, Pennsylvania

GLAD TO PARTICIPATE IN ANNIVERSARY PROGRAM MAY 20 IN PHILADELPHIA.

FRIEDA S. MILLER

IS

CLASS OF SERVICE

This is a full-rate Telegram or Cablegram unless its deferred character is indicated by a suitable symbol above or preceding the address.

WESTERN UNION

(21)

A. N. WILLIAMS
PRESIDENT

SYMBOLS

DL = Day Letter
NL = Night Letter
LC = Deferred Cable
NLT = Cable Night Letter
Ship Radiogram

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PA578 26 6 EXTRA=WUX CHESTER PENN 20 459P

MISS FRIEDA S MILLER=

DIR WOMANS BUREAU US DEPT LABOR WASHDC=

Alyman

HAVE YOU REACHED DECISION RELATIVE MY LETTER APRIL 12 MAY I HEAR FROM YOU NO LATER THAN TUESDAY APR 24=

ALENE BRIGGS BROWN PERSONNEL OFFICER FOR WOMEN #4 YARD SUN SHIPBUILDING AND DRY DOCK CO=

12 24 #4

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

FORM 224

SUN SHIPBUILDING & DRY DOCK CO.
CHESTER, PA.

April 12, 1945

Miss Frieda S. Miller, Director
Women's Bureau
U. S. Department of Labor
Washington 25, D. C.

WOMEN'S BUREAU
APR 1 1945
DEPARTMENT OF LABOR

My dear Miss Miller:

A group of women employees of Sun Shipbuilding and Dry Dock Company are arranging a tea and program in observation of the second anniversary of the launching of the S.S. Marine Eagle.

This launching is of special significance for two reasons. It is the first ship to be launched from Number 4 Yard, Sun Shipbuilding and Dry Dock Company; perhaps you are not aware of it but the personnel of Number 4 Yard is about 85% Negro. In addition to being the first ship to be built and launched in Number 4 Yard the S.S. Marine Eagle is the first sea going vessel ever built by Negro labor.

Although the S.S. Marine Eagle was launched May 10, 1943 we plan to hold our tea the afternoon of May 20; we selected this date to avoid running into Mother's Day festivities. We plan to hold the tea in Philadelphia.

Would it be possible for you to address the group? Although sponsored by a women's activity group there will be men in the audience -- we hope.

We felt possibly you could give a picture of the present nation wide trends in industry, particularly as they affect women and Negro women. Although interested in the various employment areas in a broad way, this group would also be particularly interested in the trends in the shipbuilding industry and especially what post-war opportunities you see it holding for women and especially Negro women. Although some white persons will possibly be a part of the audience, it will be primarily Negro.

We are most anxious that you come as we feel certain that because of your position you will be best able to bring to us the facts we are interested in knowing. We are not interested in receiving post-war employment through "rose colored glasses". We are interested in an objective and factual picture.

If this date does not suit, but either the 6th or 27th do, please say so, as we have not definitely settled on the date, and would make our selection coincide with the time you can come. If you find it absolutely impossible to arrange to be with us on any of these dates, possibly you can suggest some one on the bureau's staff or some one in this area whom you would recommend as qualified to do the type of job we would wish. However we are anxious that you make every effort to be with us.

If you come what would be the costs involved?

I regret giving you such short notice, but with changes and consolidation in the yard coming about at this time, the girls were a little tardy in getting together. As it is we must work with speed in order to get out the necessary publicity, etc.; therefore we would appreciate a reply from you at your very earliest convenience.

Hoping your reply will be favorable.

Most sincerely,

Alene Briggs Brown

(Mrs.) Alene Briggs Brown
Personnel Officer for Women
Number 4 Yard
Sun Shipbuilding and
Dry Dock Company

ABB:BS

Comment

~~T. Swanson~~
~~L. Hanning~~
3 files 362

May 9, 1945

War files

Mrs. Rosalie Day
Employee Relations Department
Twin Cities Ordnance Plant
Federal Cartridge Corporation
Minneapolis 13, Minnesota

Dear Mrs. Day:

We were very glad to have your letter of April 26 and I hope that the bulletins you requested, which were sent immediately, have reached you by this time.

It is a great satisfaction to folks who have as difficult and exacting a job as our field people, to be told when their work was of help and I am delighted to pass your comment on to the people who have earned this commendation. Please let us know at any time if we can be of service.

Sincerely yours,

Frieda S. Miller, Director

FSM:IS:sl

TWIN CITIES ORDNANCE PLANT

FEDERAL CARTRIDGE CORPORATION

MINNEAPOLIS 13, MINNESOTA

April 26, 1945

WOMEN'S BUREAU
MAY 2 - 1945
DEPARTMENT OF LABOR

Miss Frieda S. Miller, Director
Women's Bureau
U. S. Department of Labor
Washington 25, D. C.

Dear Miss Miller:

I would appreciate having one-half dozen additional copies of Bulletin 203, No. 2 and Bulletin 203, No. 1 to place in the offices where we have Consultants in our largest production buildings. While these do not have a direct bearing on our work here I like to supply the Consultants with information of a general nature which may be of specific help in an occasional family problem which some employee may discuss with them, such as use of occupational therapy in the crippled children program.

sent 6 each 5/2/45 Hmm

I had the privilege of having dinner last night with Miss Ziegler from your Chicago Regional branch. Mr. Horn was so favorably impressed with the bulletion "EMPLOYMENT OF WOMEN IN ARMY SUPPLY DEPOTS IN 1943" based on material gathered by Miss Erickson and Miss Ziegler that he sent it to me with the comment - "A valuable booklet; tells what you women can and are doing", and is having all the production superintendents read it. We here feel we were very fortunate in our early organization period to have had the assistance of the Women's Bureau through Miss Erickson in setting up our women's program and to me personally having the benefit of her advice was invaluable as it was my first direct experience in industry.

Yours very truly,

TWIN CITIES ORDNANCE PLANT
Federal Cartridge Corporation

By R Day
(Mrs.) Rosalie Day
Employee Relations Department

rd;lt

Navy Yard Group Mass Meeting

An executive committee meeting of the New York Navy Yard Civil Service Employees Association, affiliated with the Civil Service Forum, will be held Thursday, April 12, at 6.30 p.m. in the Forum's 2 Lafayette street offices, Manhattan.

Plans will be discussed for the mass meeting of Navy Yard employees concerning grievances and the investigation of the Yard by Senator Mead's special committee.

The association was recently granted the necessary recognition by Admiral Daubin, Yard commandant.

(See Editorial, Page 4)

NAVY YARD INQUIRY

The investigation of employee grievances in the Brooklyn Navy Yard is welcomed by both the employees and THE CHIEF. Many charges have been aired concerning favoritism in promotions and assignments.

Some of the complaints are just; verification of the balance remains for Senator Mead's special committee to determine. Disappointing is the procedure for the inquiry. The suggestion of the employees was for an unannounced visit but presence of the investigators has become known and some shop heads have already instructed their staffs on the probability of questioning.

When an establishment, such as the Yard, increases its personnel from 6,000 in pre-war times to a total varying between 70,000 and 80,000 there is bound to be some imperfection. But this increase in personnel affords no excuse for the many abuses charged by employees.

Why permanent career civil service employees, for instance, should be overlooked for promotion when they meet all necessary requirements is one instance which cannot be justified by any explanation especially when persons hired from the streets—without examination, without too thorough an investigation, without even possessing requirements which permanent employees had to possess—are not only advanced to the rank of the career employee but in some cases have been pushed ahead.

In at least one instance, the bureau head does not even possess the basic schooling which his subordinates—permanent civil service employees—had to possess when they competed in a written competitive examination. In this same bureau lower supervisors are lacking in this same requirement yet these very same supervisors have not only suppressed the well-merited promotion of the career employees but have advanced the newer and less qualified war-service appointees.

The channels for employee grievances is an involved procedure clogged by red tape and gold lace. As one employee recently stated, "these channels are more like mud-flats on which an employee's grievance becomes bogged."

There is no reason why an establishment as preponderantly civilian as the Navy Yard has but one civilian representative on the all-important promotions board while eight others are Navy officers. There is no reason why an employee cannot be represented by anyone at a grievance hearing until he reaches a certain level of appeal. There is no reason why such representatives must be limited to fellow employees of the aggrieved worker and why a representative of a bona fide organization or even an attorney, if the employee so desires, cannot represent him as he bucks Yard management.

These grievances do not create any high degree of morale among employees. Lack of morale, as the Navy Yard administration so often states, results in lower war production.

It is to the credit of all Yard employees, career and war-service alike, that they have done the outstanding job they have done despite the many handicaps. But the job might have been better and faster if employees were not pushed around as they charge they have been.

The channels for employee grievances is an involved procedure clogged by red tape and gold lace. As one employee recently stated, "these channels are more like mud-flats on which an employee's grievance becomes bogged."

There is no reason why an establishment as preponderantly civilian as the Navy Yard has but one civilian representative on the all-important promotions board while eight others are Navy officers. There is no reason why an employee cannot be represented by anyone at a grievance hearing until he reaches a certain level of appeal. There is no reason why such representatives must be limited to fellow employees of the aggrieved worker and why a representative of a bona fide organization or even an attorney, if the employee so desires, cannot represent him as he bucks Yard management.

These grievances do not create any high degree of morale among employees. Lack of morale, as the Navy Yard administration so often states, results in lower war production.

It is to the credit of all Yard employees, career and war-service alike, that they have done the outstanding job they have done despite the many handicaps. But the job might have been better and faster if employees were not pushed around as they charge they have been.

Senator Mead has a definite obligation to Navy Yard employees, to all civil service employees and to those interested in labor. His committee should make a THOROUGH inquiry into all Yard buildings, should encourage employees to communicate with it, should confer with employees and not only supervisors and Yard management, should confer with existing employee groups, and should make public the result of its findings with suggestions for a solution. The inquiry is being watched carefully by labor and civil service.

(PROMOTION)

of interest

~~Miss Baker~~

~~Miss Dawson~~

Miss Turner to check out as being in Montreal (you have other letters from Miss Blake)

Miss Spring do you want to file this in Brooklyn Navy Yard? Or return to files?

WOMEN'S BUREAU
APR 10 1945
DEPARTMENT OF LABOR

114 Seventh avenue
new york 11.

269

april 8. 45

Dear miss Miller

Warfield

It would be a grand thing if the labor board officers could get the supervisors to co-operate with them. lots of girls complain of their feet ect.

However this meeting may help bring some cooperation from bosses immediate and so forth.

Safety engineers men or women have nothing to do with working conditions, just clothing, and some other rules.

yours Truly
Elizabeth F Blake

P.S. I send you a booklet I hope you got it.

333

war file

March 22, 1945

Mrs. Dorothy H. Seekins
R. #1
Silver Springs, N. Y.

Dear Mrs. Seekins:

Your letter to the President has been referred to the Women's Bureau.

While I am deeply sympathetic with the situation in which you find yourself, the Department of Labor has no authority in matters of this kind. Your reinstatement should be taken up by the union with the company, I believe, and I hope you can secure the help of the union in this, since from what you say, rather hasty action was taken by the foreman.

Sincerely yours,

Frieda S. Miller,
Director.

FSM:RFN/eh

333

war file

March 22, 1945

Mrs. Dorothy H. Seekins
R. #1
Silver Springs, N. Y.

Dear Mrs. Seekins:

Your letter to the President has been referred to the Women's Bureau.

While I am deeply sympathetic with the situation in which you find yourself, the Department of Labor has no authority in matters of this kind. Your reinstatement should be taken up by the union with the company, I believe, and I hope you can secure the help of the union in this, since from what you say, rather hasty action was taken by the foreman.

Sincerely yours,

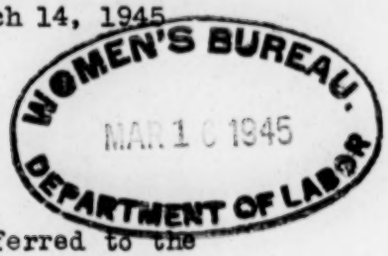
Frieda S. Miller,
Director.

FSM:RFN/eh

THE WHITE HOUSE

WASHINGTON

March 14, 1945



Respectfully referred to the Department of Labor for consideration and acknowledgment.

WILLIAM D. HASSETT
Secretary to the President

4-R
Labor

WOMEN'S BUREAU
MAR. 16 1945
DEPARTMENT OF LABOR

R. #1.
Silver Springs, N. Y.
March 12th 1945

President Franklin D. Roosevelt,
Washington, D. C.

My dear President:—

I am taking the privelidges as an American citizen, a war worker and a Democratic Committe woman to write you the conditions existing in war plants in small villages and trust your judgement as my rights as a union member. I have worked at Curtiss Wright Corp and at Kanstine Co, at Perry, N. Y. and there is where my problem is.

I started in at Kanstine Co at 62¢ per hour and thirty days later had a raise

Miss ~~Mahon~~ Bagwell

RSN (will tell her it is for the Memorial take up unless you instruct the opposite)

of 59 cents making 67¢ and as far as I know that is as high as you can advance, unless the union can get a higher wage. Is this a standard wage? I worked on a Brake Press which was run by men, before us women were hired and it is very heavy work.

In all war plants we were allowed a few minutes to go to the rest room to eat a snack, and go to the bath-room, and last week Friday my foreman came to the rest room and told me to go and get my time, as I had stayed in there twenty-five minutes, which I can prove I had not.

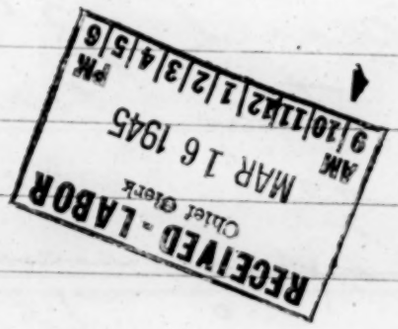
I went and got my money, never once thinking of seeing my steward of the union being nervous and excited. The foreman later admitted I was one of the best workers in the plant, and there are others that have been known to stay at least forty-five minutes in the rest rooms.
I was told to come in Monday morning March 12th which I did, and the Personnel man refused me my job back. Now is there any justice in this? I have never been discharged from a job in my life until now, and it's quite a let-down. I could still be at

Curtiss-Wright, but it is
100 miles round trip from
our home and it tires one
out to drive so far and
that is why I decided
on working in a small
defense plant.

Would appreciate on
hearing from you at your
earliest convenience. Sincerely,

Yours very truly,

(Mrs.) Dorothy H. Sekins



February 22, 1945

War file

Mrs. Sydney Wilson Boyd
Sperry Gyroscope Company, Inc.
Marcus Avenue and Lakeville Road
Great Neck, L. I., N. Y.

Dear Mrs. Boyd:

I am very glad to know that the information we sent was what you wanted. In regard to your request for statistics on college women in industry, there is no figure for this, and the only suggestion we can make is to take one university or one women's college as an illustration, asking the alumnae secretary of the placement bureau what figures on this are obtainable.

Sincerely yours,

Frieda S. Miller
Director

FSM:RFN:eh

SPERRY GYROSCOPE COMPANY, INC.
MARCUS AVENUE AND LAKEVILLE ROAD
GREAT NECK, L.I., N.Y.
NASSAU COUNTY, NEW YORK

WOMEN'S BUREAU
FEB 10 1945
DEPARTMENT OF LABOR

February 8, 1945

Miss Freida Miller, Director
United States Department of Labor
Women's Bureau
Washington, D. C.

Dear Miss Miller:

Thank you for your letter of January 15 and enclosure in material was just what I wanted.

I wonder if you have any recent statistics on college women in industry. I would like to have any 1944 statistics which you may have on this subject.

Sincerely yours,

Sydney Wilson Boyd

SWB:HMW

January 15, 1945

Mrs. S. W. Boyd
Special Assistant to the President
Sperry Gyroscope Company
Great Neck, L.I., N.Y.

Dear Mrs. Boyd,

I am not sure whether your request for "current information you may have on women workers in industry" should be interpreted as applying to recent material we have issued concerning working conditions for women, or as to statistical analysis of changes in women's employment during the war, or as to the use of women in industries not heretofore hiring them. A selection of recent pamphlets and other material is enclosed, with a list of our war publications, any of which we can send you on request. If there are particular questions on which you would like special information, not covered in our printed material, I hope you will not hesitate to write us.

Sincerely yours,

Frieda S. Miller, Director

rfn

I would appreciate receiving what current information you may have on women workers in industry.

Very truly yours,

Sydney Wilson Boyd

(Mrs.) S. W. Boyd
Special Assistant to the President

SWB/mls

Nov 1944 Employed 17,820. Non Agric 16,130

list of publ.
Blueprint
201
postwar respect
Sp. 14, 15
absenteeism

WOMEN'S BUREAU
JAN 6 - 1945
DEPARTMENT OF LABOR

Roz.

SPERRY GYROSCOPE COMPANY, INC.

MARCUS AVENUE AND LAKEVILLE ROAD
NASSAU COUNTY, L.I., N.Y.

NASSAU PLANT

POST OFFICE: GREAT NECK, L.I., N.Y.

TELEPHONE
FIELDSTONE 3-3600

RECEIVED
JAN 6 1945
CHIEF CLERK
DEPT. OF LABOR

January 4, 1945

Department of Labor
Washington, D. C.

Gentlemen:

I would appreciate receiving what current information you may have on women workers in industry.

Very truly yours,

Sydney Wilson Boyd

(Mrs.) S. W. Boyd
Special Assistant to the President

SWB/mls

	Employed	Non Agric
Nov 1944	17,820.	16,130

list of pmll.
Blueprint
201
postwar respect
Sp. 14, 15
absenteeism

WOMEN'S BUREAU
JAN 6 - 1945
DEPARTMENT OF LABOR

SPERRY GYROSCOPE COMPANY, INC.
MARCUS AVENUE AND LAKEVILLE ROAD
NASSAU, L. I., NEW YORK
POST OFFICE: GREAT NECK, L. I., N. Y.

WOMEN'S BUREAU
JUN 3 - 1944
DEPARTMENT OF LABOR

June 2nd, 1944

Women's Bureau
United States Department of Labor
Washington, D. C.

Gentlemen:

I would appreciate very much a copy of the address given by Jennie Mohr entitled "Educating Women for Health and Safety" before the West Virginia Statewide Safety Council.

Thank you.

Very sincerely,

R. E. Gillmor

R. E. Gillmor

6/7/44

344

January 1, 1944

Mr. S. J. Hall, Research Assistant
Industrial Relations Research Department
Sperry Gyroscope Company, Inc. (Nassau Plant)
Marcus Avenue and Lakeville Road
Great Neck, L. I., N. Y.

My dear Mr. Hall:

In response to your request of December 29, I am sending you copies of two memoranda, prepared by the Women's Bureau. One summarizes the legal State laws regarding lunch periods. The other is a summary of State regulations requiring rest periods for women workers. As you will observe, all State regulations covering rest periods as distinguished from lunch periods are in the form of administrative orders, issued by the appropriate State agency rather than in the form of statutes passed by the State legislatures.

I hope that this material furnishes you with the information which you require. If we can answer any further questions on this subject, we will be very glad to have you write to us again.

Sincerely yours,

Inclosures

Mary Anderson, Director

S. J. Hall
Research Assistant
Industrial Relations Research Department

SJH:je

SPERRY GYROSCOPE COMPANY, INC.
MARCUS AVENUE AND LAKEVILLE ROAD
NASSAU COUNTY, L.I., N.Y.
NASSAU PLANT
POST OFFICE, GREAT NECK, L.I., N.Y.
TELEPHONE
FIELDSTONE 3-3600

WOMEN'S BUREAU
DEC 30 1943
DEPARTMENT OF LABOR

December 29, 1943.

Miss Mary Anderson,
Women's Bureau,
U.S. Department of Labor,
Washington, D.C.

Dear Miss Anderson:

Mr. Johannsen of the War Emergency Committee, New York Department of Labor, informs me that you may be able to provide me with a resume of legislation concerning rest period requirements in other states.

If you can be of assistance to me in this matter, your efforts will be very much appreciated.

Very truly yours,

SPERRY GYROSCOPE COMPANY, INC.

S. J. Hall
Research Assistant
Industrial Relations Research Department

SJH:je

Files
344

May 21, 1943.

Miss Carolyn Smith, Associate Editor
The Sperry News
Sperry Gyroscope Company, Inc.
Great Neck, New York

Dear Miss Smith:

Replying to your recent letter I am sorry I missed the mark as to the article, but I was so much in the dark as to what you really wanted. Better luck next time.

I am glad to put your name on the mailing list to receive our future releases and reports. Enclosed are some recent materials that may be of interest.

As to facilities for child care of working mothers the Women's Bureau is not the authorized agency to operate in this field. The Children's Bureau has formulated standards as to such facilities but if you want information on achievements in this field you should consult Mr. Bruno, War Community Service, Federal Security Agencies. However, as Miss Anderson is sometimes called on to make a statement on this subject I am enclosing a copy of one such recent statement.

If we can be of further assistance at any time, for example in preparing an article on some special problem confronting your women workers, we shall be glad to cooperate.

Very truly yours,

Mary V. Robinson, Chief,
Information Division.

MVR
11
Encl.

Return to Robinson

SPERRY GYROSCOPE COMPANY, INC.

MARCUS AVENUE AND LAKEVILLE ROAD
NASSAU COUNTY, L.I., N.Y.

NASSAU PLANT

POST OFFICE: GREAT NECK, L.I., N.Y.

TELEPHONE
FIELDSTONE 3-3600

WOMEN'S BUREAU
MAY 19 1943
DEPARTMENT OF LABOR

Miss Mary V.Robinson
Chief, Information Division
U. S. Department of Labor
Women's Bureau
Washington, D. C.

Dear Miss Robinson:

Thank you so much for your speedy response to my request for information for the new woman's column in the SPERRY NEWS. However, as you will note in the enclosed copy, page 8, we had a wonderful break. Bloomingdale's store is opening a branch in the Plant, which will enable our girls to shop after hours.

I am afraid that my request was misleading in that what I am actually seeking is material that I will be able to tie in with problems here at Sperry. For instance what facilities are the Labor Department planning for care of children of working mothers, etc.

If it would be possible for you to add our name to the regular mailing list of some of your releases, it would be very much appreciated.

Thanks again for your cooperation.

Very truly yours,

SPERRY GYROSCOPE COMPANY, Inc.

Carolyn Smith

Carolyn Smith, Assoc. Editor
THE SPERRY NEWS

CS:MF
Enc.

352 + 350 yes.

on 352
350

344

May 7, 1943.

Miss Carolyn Smith, Associate Editor,
The Sperry News, #1127,
Sperry Gyroscope Company, Inc.,
Manhattan Bridge Plaza,
Brooklyn, N. Y.

341-A-512

Dear Miss Smith,

I am pleased to enclose the article that I promised to send you for your first woman's column in the SPERRY NEWS . I am trying to get it to you for your May 8th dead line, and I hope I succeed, though of course you are privil leged to use the article whenever you wish . I realize that I have given you a little more than 200 words, but I decided to let you see it in this form and give you carte blanche to cut as you see fit . In fact I have indicated some possible omissions which would not interfere with the continuity.

I am glad to cooperate with you in this matter, and hope you will call on us again if we can be of further service.

Sincerely yours

Mary V. Robinson,
Chief, Information Division

SPERRY GYROSCOPE COMPANY, INC.

MAIN PLANT AND OFFICE
MANHATTAN BRIDGE PLAZA
BROOKLYN, N.Y.

BRANCH OFFICES
SAN FRANCISCO
SEATTLE
LOS ANGELES
CLEVELAND

TELEPHONE
CUMBERLAND 6-5600

CABLE ADDRESS
SPERRYGYRO

WOMEN'S BUREAU
MAY 6 - 1943
DEPARTMENT OF LABOR

#1127

May 5, 1943

Miss Mary V. Robinson, Chief
Information Division
U.S. Department of Labor
Women's Bureau
Washington, D. C.

Dear Miss Robinson:

Thank you so much for your prompt reply to my letter requesting material for inclusion in the proposed woman's column in the SPERRY NEWS, our semi-monthly employee publication.

I am sorry you did not receive a copy of the NEWS, and am making certain that two of our recent issues are attached this time. The size of the column will be the deciding influence when determining the length of any material you may prepare for the paper. At present two columns are planned, and material should not exceed 200 words. Our deadline for May 15 is May 8, since it takes ages to get approvals and make-up. I know this doesn't leave much time, but we can use the material in the next issue. Thank you again for offering assistance in the initial appearance of The Woman's Angle.

Very truly yours,

SPERRY GYROSCOPE COMPANY, Inc.

Carolyn Smith

Carolyn Smith, Assoc. Editor
THE SPERRY NEWS

CS:MF

SPERRY GYROSCOPE COMPANY

May 1, 1943.

Miss Carolyn Smith, Associate Editor
The Sperry News
Sperry Gyroscope Company
Great Neck, N. Y.

Dear Miss Smith,

We are in receipt of your letter of April thirtieth asking that we send you material for inclusion in the women's column of the Sperry News. I shall be very glad to prepare an article for you but should like to know the length of article you will want, and that is the latest date you could receive it, or in other words your deadline?

We note you stated you were enclosing a copy of the News, but when your letter reached me it was not attached. Will you be good enough to send me a copy so that I may see the type of material you use?

Very truly yours,

Mary M. Robinson, Chief,
Information Division.

LL

girls" we hope to keep up-to-the-minute as far as employee newspapers are concerned.

Cordially yours,

SPERRY GYROSCOPE COMPANY, Inc.

Carolyn Smith

Carolyn Smith, Assoc. Editor
THE SPERRY NEWS

CS:MF
Enc.

SPERRY GYROSCOPE COMPANY, INC.
MARCUS AVENUE AND LAKEVILLE ROAD
NASSAU COUNTY, L.I., N.Y.
NASSAU PLANT
POST OFFICE: GREAT NECK, L.I., N.Y.
TELEPHONE
FIELDSTONE 3-3600

WOMEN'S BUREAU
MAY 1 1943
DEPARTMENT OF LABOR

#1127

April 30th
19 43

Miss Mary V. Robinson
Women's Bureau
U. S. Department of Labor
Washington, D. C.

Dear Miss Robinson:

Our women's column in the SPERRY NEWS (employee publication) will make its first appearance in the May 15 issue. Since the increasingly large percentage of the workers here at Sperry are women, and will demand the best material which will aid them on the home shift as well as in the shop and office, I am writing to ask if you would be able to furnish us with helpful information for publication.

We would appreciate your sending available material to the attention of the writer.

Enclosed is a copy of our 17-month-old NEWS which with the addition of "something for the girls" we hope to keep up-to-the-minute as far as employee newspapers are concerned.

Cordially yours,

SPERRY GYROSCOPE COMPANY, Inc.

Carolyn Smith

Carolyn Smith, Assoc. Editor
THE SPERRY NEWS

CS:MF
Enc.

11

Files
344

SPERRY GYROSCOPE COMPANY, INC.
MANHATTAN BRIDGE PLAZA
BROOKLYN, N.Y.

March 6, 1943

Mr. J. H. Coleman
Assistant to Training Director
Sperry Gyroscope Company, Inc.
Manhattan Bridge Plaza
Brooklyn, New York

Dear Mr. Coleman:

We have your letter of February 23, requesting information as to the minimum physical requirements necessary for women to operate certain industrial machine tools.

We know of no studies which have been made establishing requirements for specific jobs. However, the Women's Bureau has found that women excel in operating the machines listed in your letter; namely, drill presses, engine lathes, profilers, turret lathes, automatic grinders and milling machines.

Physical requirements set up for a specific job, on the basis of job analysis, should apply to men and women alike. Hence, the same physical examination procedures used in employing men should aid in eliminating those women unsuited for a particular kind of work for physical reasons.

We are enclosing Women's Bureau Special Bulletin No. 1, Effective Industrial Use of Women in the Defense Program, and a copy of specific suggestions made by the Bureau for preemployment physical examination for women, which we hope will be of use to you in your program for employing women.

If we can be of any further assistance to you, please do not hesitate to let us know.

Sincerely yours,

Mary Anderson, Director

MPC:ml
Enclosures

SPERRY GYROSCOPE COMPANY, INC.
MANHATTAN BRIDGE PLAZA
BROOKLYN, N. Y.

BRANCH OFFICES
SAN FRANCISCO
SEATTLE
LOS ANGELES
CLEVELAND
NEW ORLEANS

TELEPHONE
CUMBERLAND 6-5600

CABLE ADDRESS
SPERRYGYRO

February 23, 1943

WOMEN'S BUREAU
FEB 24 1943
DEPARTMENT OF LABOR

Women's Bureau
Department of Labor
Washington, D. C.

Gentlemen:

We are seeking information regarding the minimum physical requirements for women to operate the following industrial machine tools: drill presses, engine lathes, profilers, turret lathes, automatic grinders, and milling machines.

Do you have or can you indicate where we might find out whether anyone has discovered such factors as the minimum height, weight, muscular development, and related information which medical examiners and employment interviewers would need in order to know whether to assign a woman to any one of the machines mentioned above?

We would appreciate any information you can give us regarding this subject.

Very truly yours,
SPERRY GYROSCOPE COMPANY, INC.

By J. H. Coleman
J. H. Coleman
Ass't. to Training Director

JHCmb

February 25, 1943.

Miss Elizabeth M. Klintrup,
Personnel Assistant
Industrial Relations Research,
Sperry Gyroscope Company, Inc.,
Marcus Avenue and Lakeville Road,
Great Neck, L. I. N. Y.

My dear Miss Klintrup:

We have your letter of February 22 regarding a new survey of jobs in your plants for possible woman employment, and asking for studies and bulletins that would be useful.

We are sending a survey we made of plants manufacturing instruments, and a recent rpport on aircraft and on cannon and small arms. We are aware of the constantly increasing employment of women in both these industries since we made these surveys. If you should be interested in our bulletins on artillery ammunition and small arms ammunition, we shall be glad to send them. We are including also other material we have covering women workers in war plants, particularly their health and safety.

The only information we have on women as truck drivers, night shift work, and long hauls, comes from newspaper clippings. Possibly you have seen these stories too. We do not have the names of any companies based on a survey of such work, but if the newspaper information would be useful and you will let us know, we can send one of two firms' names from this source.

I note your title is "personnel assistant". I would appreciate very much knowing the extent of your duties as we are collecting as much information as we can on women in personnel work.

Sincerely yours,

MA/RFN/nb

Mary Anderson, Director.

SPERRY GYROSCOPE COMPANY, INC.
MARCUS AVENUE AND LAKEVILLE ROAD
NASSAU COUNTY, L. I., N.Y.
NASSAU PLANT
POST OFFICE: GREAT NECK, L. I., N.Y.
TELEPHONE
FIELDSTONE 3-3600

WOMEN'S BUREAU
FEB 23 1943
DEPARTMENT OF LABOR

February 22, 1943

Division of Women in Industry
U. S. Department of Labor
Washington, D. C.

Gentlemen:

1. Will you please send me all pertinent studies and analyses that your Division has compiled on the employment of women in industry. We are interested in making a new survey of all our plants in an effort to determine what jobs women can take over. I understand a Miss Elizabeth Anderson has made a very comprehensive study on the subject.

2. I would also appreciate your sending me any reports you may have on the problem of using women as truck drivers, particularly on night shift work and long hauls. The experience of other companies would be most valuable data for us to have.

Very truly yours,
SPERRY GYROSCOPE COMPANY, INC.

Elizabeth M. Klintrup

By Elizabeth M. Klintrup
Personnel Assistant
Industrial Relations Research

EMK:DW

Lakeville L. I.

Typ open card 14 instructions

189-4
189-1, 192-1
S + H agreements
Sp Bul 1 to 7, 9
Maternity

Sperry Gyroscope Co.

We have records of only 2 plants —

Main plant - Brooklyn, N.Y. (6000 women wage-earners Dec. 42)
precision instruments included in our instrument report) Total wage-earners - 17,650

New plant - Lake Success, L.I. (same as letter, I think) 450 women wage-earners April, 42. It was listed in U.S.E.S. report as making "aircraft parts". I think it must be instruments as the report said in April, there were training employees at the Brooklyn plant and then transferring them to L.I. plant, so you would think it might be in the same product. A large plant - total wage-earners over 5000

Perhaps, this plant didn't receive our instrument report as we scheduled the Brooklyn one

Miss Hooks can probably give you something more definite

to the president on the L. I. Plant from a
letter Employment Service report

272

February 10, 1945.

Mr. Louis Onorato
Onor-Craft Clothes
105 East Seventh St.,
Lansdale, Pa.

My dear Mr. Onorato:

In reply to your inquiry of February 2, I suggest you get in touch with Mrs. Mary Rice Morrow, director of the Bureau of Women and Children and Hours and Minimum Wages, Pennsylvania Department of Labor, Harrisburg.

Neither the Women's Bureau nor the U. S. Department of Labor has authority in such situations. Hours of work for women are regulated by State law, not by Federal law.

Sincerely yours,

Frieda S. Miller
Director.

FSM/RFH/nb

PHONE: LANSDALE 3139

Onor-Craft Clothes

105 EAST SEVENTH STREET • LANSDALE, PA.

LOUIS ONORATO

FACTORY—KULPSVILLE, PA.
PHONE: LANSDALE 3001

Feb. 2, 1945

WOMEN'S BUREAU
FEB 3 1945
DEPARTMENT OF LABOR

Dept. of Labor,
Washington, D. C.

Gentlemen:

Permission is requested to have some of our women operators work over 48 hours per week, due to a serious shortage of labor.

We have been trying to employ additional people, but have not been very successful.

We are engaged on war production, manufacturing army field jackets for Phila Quartermaster Depot.

Please advise us what can be done in this situation.

Very truly yours,

Onor-Craft Clothes

Louis Onorato

RECEIVED - LABOR
Chief Clerk
FEB 3 1945
AM 9|10|11|12|1|2|3|4|5|6 PM

Files 225

January 30, 1945

Miss L. E. Larson
Lockhart International, Inc.
122 East 42nd Street
New York 17, N. Y.

War Files

Dear Miss Larson:

Following up our telephone conversation of yesterday concerning your proposed project that the Women's Bureau issue another release on the necessary conservation of supporting garments for women in view of the growing shortage of materials and the importance of such garments to women workers and the war production program, I was able to discuss the matter with Miss Miller between her appointments.

Her reply was as follows: "I have talked recently with people connected with the OPA and concerned with raw materials and standards for clothing. If we were to go into this question at all from the viewpoint of women workers we would have to do an overall job on it; we would have to consider all the various kinds of garments that they need in relation to such questions as resources, pricing, quality, control, and channels of distribution. Also, the Women's Bureau would have to work with the agencies responsible."

Then she added that she was "not closing the door" to the idea, but that with all the many projects and activities in which both she and the Bureau are at present involved, she couldn't promise that there would be an immediate prospect of doing anything about this matter. I think I told you that among other things she has six important speaking engagements which will necessitate her traveling to various parts of the country in the next ten days.

Miss Miller also said when I showed her the June releases that she thought it would not be advisable for us to repeat a similar release so soon after the others, even though the situation as to supplies is more acute now. As you know, a very good distribution job was done at that time.

On the basis of her general appraisal of the project she felt that on her visit to New York this week there would be no particular point in having a telephone conversation on your present proposal. I regret to have to report this information to you, but I hope that you will understand and appreciate Miss Miller's viewpoint. Perhaps at some other time she might be able to see and discuss with you questions of mutual interest.

Sincerely yours,

Mary V. Robinson, Chief
Information Division

MVR/mh

U. S. Department of Labor
WOMEN'S BUREAU
Washington

Miss Plunkett
August rel
2

PROCEDURE FOR HIRING FEMALE HELP RATIFIED BY LOCAL 72

(Excerpt from article in Kenosha Labor (Wis.). 12/19/46)

War file

A seven-point plan of procedure governing the employment of female help for male jobs at the Nash-Kelvinator plant was adopted last Friday night by the membership of UAW-CIO 72.

The text of the plan follows:

In the event it becomes necessary, because of the manpower shortage, to place females on jobs or operations classified as male jobs or operations in the Nash-Kelvinator Corporation, Nash Motors Division, Kenosha, Wisconsin plant, the following will apply:

1. No married woman shall be hired who has visible means of support.

2. Females transferred to or hired for male operations shall be paid the established male rate for such jobs or operations provided established quality and production are maintained the said females are to be governed by the same rules as apply to male operators.

3. Male help shall be given preference in hiring for open work requisitions for male operations.

4. Lay off shall be governed in accordance with the contract. However, no female shall displace or exercise her seniority in replacing a male operator on a male operation.

5. No female shall retain a male job while male employees under the jurisdiction of Local 72 are available.

6. Transferring of females from one department to another shall be governed in accordance with the transfer procedure of April 22, 1946, but in no case shall a female transfer request supercede a male transfer request. However, it is agreed that no transfers will be accepted from females who have not worked under the jurisdiction of Local 72 on automotive production up to this date, for three months after being re-hired, unless conditions warrant re-opening this clause previous to that time.

7. Seniority females now on the laid off list shall be recalled in accordance with seniority and offered available work, which will be either male or female operations. In the event they refuse the male job available, they will not forfeit their seniority but will remain on their respective place on the list for female jobs only. Should they later change their mind and are willing then to accept a male job, it is understood all females with seniority will be called for male jobs before calling this particular female.

391

March 29, 1946

war file

Mr. C. Wilson Cole
Wage and Salary Administrator
Wright Aeronautical Corp.
Division of Curtiss-Wright Corp.
Paterson 3, New Jersey

Dear Mr. Cole:

Mrs. Zapoleon is returning to the office on Monday, after a field trip. She has asked me to write to you to inquire if you could lend her the file on the Curtiss-Wright engineering cadettes for use next week. She will return it promptly.

She has also asked me to thank you for suggesting the interviews with Mr. Long and Miss Morrison at the Caldwell plant.

Thank you for your cooperation.

Sincerely yours,

Elsie Katcher
Research Assistant

Espao

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WRIGHT AERONAUTICAL CORPORATION

A DIVISION OF CURTISS-WRIGHT CORPORATION

PATERSON 3, NEW JERSEY

U. S. A.

Files

December 5, 1944

Mrs. L. B. Zapoleon,
Labor Economist
U.S. Department of Labor
Women's Bureau
Washington 25

Dear Mrs. Zapoleon:

It was good to hear from you again because I do remember you from conventions in the past and the excellent work you were doing in Washington.

I believe the publication you refer to is the preliminary work we did on getting together a manual for the job of Adviser to Women, which is our junior counseling position. I am sending this to you now, but I hope to be able to give you, in a couple of months, a more complete article on counseling that is now being done by our senior counselors.

Sincerely yours,

WRIGHT AERONAUTICAL CORPORATION

Helen Shell

Helen Shell, Director
Women Employee Services

HS/hk

391

November 16, 1944

Miss Helen Schell
Wright Aeronautical Corporation
Paterson, New Jersey

Dear Miss Schell:

I should like very much to have a copy of the publication you have prepared on counseling, which I have heard is excellent.

I believe we met some years ago at Conventions of Deans of Women, NVGA, and hope we may meet again. Meanwhile best luck in your work.

Yours sincerely,

Marguerite W. Zapoleon

files 391

April 25, 1944.

Mr. J. N. McDonald,
Service Department,
Wright Aeronautical Corporation,
Paterson, 3, N. J.

My dear Mr. McDonald:

It certainly was a gracious act on your part to furnish me "The Operation and Service Manual" on a no charge basis. I appreciate your generosity in the matter.

Sincerely yours,

Caroline Manning,
Industrial Supervisor.

CM/nb

391

October 26, 1942.

Mr. Cecil H. Scott, Supervisor
Colored Employees' Activities
Wright Aeronautical Corporation
Cincinnati, Ohio.

My dear Mr. Scott:

I have delayed writing you further concerning the availability of a member of our field staff to consult with you on possibilities for Negro women on production jobs. Miss Elizabeth Magee, regional representative for the Women's Bureau in Ohio expects to be in Cincinnati in the not too distant future. She will be glad to include a conference with you in her schedule.

You will probably hear from Miss Magee within a few weeks or you can write to her directly, Miss Elizabeth Magee, 341 Engineers' Building, Cleveland, Ohio, to check with her about the date of her visit to Cincinnati.

I am glad you found useful the material we sent to you. The Women's Bureau is glad to be of assistance in all matters concerning women workers.

Sincerely yours,

OG
erb

Mary Anderson, Director

WRIGHT AERONAUTICAL CORPORATION

(A DIVISION OF CURTISS-WRIGHT CORPORATION)

CINCINNATI, OHIO

U. S. A.

WOMEN'S BUREAU
OCT 13 1942
DEPARTMENT OF LABOR

October 12, 1942

Miss Mary Anderson, Director
Women's Bureau
U. S. Department of Labor
Washington, D. C.

My dear Miss Anderson:

We are in receipt of both your letters and appreciate your promptness in answering.

Your communication of October 7 which contained some of the detailed information which we are seeking shows much time and effort has been put forth and will aid us materially in our undertaking.

The suggestion of one of the field agents of your department consulting with us on specific matters relative to the information in which we are interested will be greatly beneficial to us. You will no doubt arrange this through your office. If possible, we should like to know the date and approximate time this person plans to visit our office that we might avoid conflicting engagements.

We again express our appreciation for your cooperation in this matter, and you may expect to hear from us seeking further assistance from time to time.

Sincerely yours,

WRIGHT AERONAUTICAL CORPORATION

Cecil H. Scott

Cecil H. Scott, Supervisor
Colored Employees' Activities

chs:cam

391

October 7, 1942.

Mr. Cecil H. Scott, Supervisor
Colored Employees Activities
Wright Aeronautical Corporation
Cincinnati, Ohio.

My dear Mr. Scott:

The enclosed information on the types of production jobs on which Negro women are employed is not complete. It will probably be of most value to you as a basis for further investigation, and as an indication of possible trends in the employment of Negro women.

We regret that we cannot classify the data as you requested by occupation, age, salary, etc. It has not reached us in a form which makes this possible. We know the numbers of women working in many plants, the production jobs they are doing, etc., and we know that Negro women are on production in some of these plants. We do not have the detailed records on Negro women, however. In the case of production jobs which come under Civil Service we have no racial breakdown of any kind because Civil Service makes no such distinctions.

On the basis of our studies, the Women's Bureau has determined that a large proportion of aircraft production jobs are suitable to women. I am also enclosing a copy of our aircraft report and a newly revised list of typical operations for women, applicable to a wide variety of industries. With proper training women, without regard for race, can perform such operations effectively.

I hope the material we are sending you will help to answer your needs, at least in part. Any way the Women's Bureau may be of further assistance, please call on us.

Sincerely yours,

OG
erb

Mary Anderson, Director

Encl.

October 7, 1942.

Mr. Cecil H. Scott, Supervisor
Colored Employees Activities
Wright Aeronautical Corporation
Cincinnati, Ohio.

My dear Mr. Scott:

The enclosed information on the types of production jobs on which Negro women are employed is not complete. It will probably be of most value to you as a basis for further investigation, and as an indication of possible trends in the employment of Negro women.

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Sincerely yours,

Mary Anderson, Director

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erb

Encl.

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
Washington

October 7, 1942.

Memorandum

EMPLOYMENT OF NEGRO WOMEN ON PRODUCTION JOBS

(Sources: (1) Reports of Women's Bureau field agents, (2) Women's Bureau correspondence, (3) releases of the Negro Manpower Service of the War Manpower Commission, (4) newspaper clippings.)

Aircraft Plants:

At least 15 aircraft plants employ women on production, including inspection, assembly, and machine operation. Some have been trained by NYA, at National Defense Training Centers but the available reports indicate that most of them have been trained on the job in the plants.

In only two cases is there definite information on upgrading. Consolidated Aircraft of San Diego upgraded 9 Negro women from maintenance to production, and Douglas Aircraft of Santa Monica, California transferred several Negro girl production workers to clerical and stenographic jobs. Below are listed the aircraft plants known to have Negro women on production, along with pertinent comments:

Consolidated Aircraft Corp. San Diego, California	Report released September, 45 employed, 9 upgraded from maintenance; jobs - spot welding, finishing, salvage and other departments.
Lockheed-Vega Santa Monica, California	Reported in September, have been at work several months.
North American Aviation Inglewood, California	Reported in September, riveting wing sections, assembling sheet metal parts, riveting on engine nacele, assembling, drilling, clerical work on personnel records.
Boeing Aircraft Seattle, Washington	Report released in September; 22 "recently employed" on "mechanical" jobs. The 22 colored girls were the only trainees available when they were hired.
Glenn L. Martin Baltimore, Maryland	Report released in September; on "production and inspection."

Goodyear Aircraft Akron, Ohio	Reported in September, accepting trainees for sheet metal work.
B. F. Goodrich Co. (aircraft) Akron, Ohio	Reported in September, accepting trainees for sheet metal work.
Firestone Tire & Rubber Co. (aircraft) Akron, Ohio	Reported in September, accepting trainees for sheet metal work.
Curtiss-Wright Columbus, Ohio	Reported in September; on "production and inspection."
Bell Aircraft Buffalo, New York	Reported in September; on "production and inspection."
Ranger Aircraft Farmingdale, N.Y.	Reported in September; "began accepting Negro girl NYA trainees."
Bendix Aviation Co. Bendix, New Jersey	Reported in August; girl on lathe job, in-plant training.

Government Operated Plants

Navy Yard (Airplane engines, repair, etc.) Philadelphia, Pa.	Reported last Spring; "All through the plant;" Civil Service Mechanic learner examination.
Navy Yard)Ships, repair, etc.) Brooklyn, New York	Reported in September; 12 or 13 of the 125 women are Negro; the list of 6,000 women taking the Civil Service examination topped by a Negro girl, Evelyn Samuels.
Arsenal (gas masks)	Negro women throughout the two whole divisions of plant where women are employed; power sewing machine, assembly work.
Arsenal (shell loading)	Large numbers on all types of production, and in clerical jobs.
Arsenal (small arms ammunition)	Large numbers throughout plant; on machine operations, inspection, assembly.

Negro women used extensively in Government arsenals. *(See page 4)

Other War Industries

Hyatt Roller Bearing (Harrison, N.J.), Walter Kidde (Belleville, N.J.), Edison (Orange, N.J.), Tungsol (Newark, N.J.), RCA (Harrison, N.J.), Western Electric (Kearny, N.J.) were each reported in September to have a "few" Negro

women on production. No information was received about the type of training they were given or exactly what jobs they were doing.

Individual Negro girls have been interviewed who were employed by the Condensor Corporation, (S. Plainfield, N.J.) who are clinch machine operators, spray painters, painters' helpers, assemblers, solderers, molders, and mica sorters. They are from 18 to 20 years of age, and received from 1 to 2 weeks in-plant training.

A lathe operator for the Isolantite Corporation (Belleville, N.J..- radio parts) was interviewed; age 18 to 20 years; in-plant training.

In Chicago, Western Electric was reported in August to have Negro girl machine operators, assemblers, and one clerical worker in the personnel department.

Kellog Switchboard & Supply Co. (Chicago) had machine operators, assemblers, punch press operators, coil winders, solderers, reported in August.

International Harvester Co. (Chicago) was reported in August to have Negro girls as "precision workers."

National Screw and Manufacturing Co. (Cleveland) reported in June that 11 Negro girls taken from defense training classes were "very satisfactory" on "skilled work."

According to newspaper reports in August the Gunlock Plant (Long Island City, New York - radio couplings and anti-aircraft guns) had 20 Negro girls on production; National Union Radio Co. (Newark, N.J.) had 100.

In March the Zipper Bag Co. (N.Y.C. - converted to gas masks) had 70 Negro women (out of the 100 women employed) as power sewing machine operators.

The Winchester Arms Co. (New Haven, Conn.) reported 210 Negro women on machine operations in July. The company has an intensive in-plant training program.

The New Britain Machine Co.(New Britain, Conn. - automatic screw machines and aircraft parts) had Negro girls on production; paid all trainees while taking their training at the National Defense Training Center.

The United States Employment Service in New Britain reported 20 placements

of Negro girls on machine operations in April.

Reported October 7 that Negro girls were among the first women hired for production work at the Todd Shipyards. All women must pass physical examinations. There will be no policy of racial segregation.

* Reported October 7, Negro girls at the Army Aberdeen Proving Grounds "have the best jobs", the technical jobs requiring college training in mathematics, etc

September 29, 1942

Mr. Cecil H. Scott, Supervisor
Colored Employees' Activities
Wright Aeronautical Corporation
Cincinnati, Ohio.

My dear Mr. Scott:

Thank you for your letter of September 26th, asking for information about Negro women in industry. As you say, it will take some time to organize the material you want so that it will be most useful. Within a week you may expect to hear from us more fully.

In addition, we should be glad to have one of our field agents consult with you on these problems if you would like to talk over specific matters. Our field staff has first-hand information about the kinds of production jobs women, white and colored, are doing in the major war industries.

We are very glad to know of your interest in employment opportunities for Negro women.

Sincerely yours,

Mary Anderson, Director

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cc

WRIGHT AERONAUTICAL CORPORATION

(A DIVISION OF CURTISS-WRIGHT CORPORATION)

CINCINNATI, OHIO

U. S. A.

WOMEN'S BUREAU
SEP 28 1942
DEPARTMENT OF LABOR

Spring start in # of n. employed
Phila. Navy Yard – using Negro in all pictures
St. Louis Ordnance Plant
U.S. Cartridge

September 26, 1942

Miss Mary Anderson
Women's Bureau
U.S. Dept. of Labor
Washington, D. C.

Dear Miss Anderson:

For some time we have felt a need for broad information on all types of jobs held by Negroes in industries throughout the country. The information is often asked by employees who are interested in advancement when talking with our Employee Counselors, "What are the opportunities for Negroes?" So far we have no compiled information on Negroes in industry in the U.S. and the Counselor must rely on the information he has obtained from a few publications or on what he has heard from others.

We feel if the Employee Counselor, who counsels both men and women, could point out to our employees there are possibilities in certain occupational fields for Negroes that these persons would be more interested in preparing themselves for new job openings than they would be by merely stating there are opportunities if one prepares himself. With industry constantly opening its doors to new opportunities for Negroes, we cannot over estimate the value of having such information on hand.

We are particularly interested in "Negro Women in Industry." Due to there being little information available on Negro women in industry, we are seeking your assistance. The following information on as many occupations possible in which Negro women are employed will aid us materially:

1. Name of occupation
2. Age limits
3. Educational requirements
   (a) General
   (b) Special
4. Experience required
5. Salary received
   (a) Minimum
   (b) Maximum
6. Advancement possibilities
7. Companies in which people are hired in this occupation.

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Why to get
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into plants.

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35-40%
Employ.

We realize that this is by no means a small task and will take some time to organize. However, we believe your office will be making quite a contribution toward assisting more people to enter fields for which they are prepared that they might aid in an all-out war effort through production.

Your cooperation in this matter will be greatly appreciated.

Very truly yours,

WRIGHT AERONAUTICAL CORPORATION

Cecil H. Scott

Cecil H. Scott, Supervisor
Colored Employees' Activities

chs:cam